

BOARD OF SUPERVISORS

Brown County



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ADMINISTRATION COMMITTEE

Steve Fewell, Chair

Tim Carpenter, Vice Chair

David Steffen, Thomas De Wane, Allan Jamir

ADMINISTRATION COMMITTEE

Thursday, July 25, 2013

5:00 p.m.

Room 200, Northern Building

305 E. Walnut Street

NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON ANY ITEM
LISTED ON THE AGENDA

- I. Call to Order.
- II. Approve/Modify Agenda
- III. Approve/Modify Minutes of June 27, 2013.

Comments from the Public

1. Review of minutes:
 - a) Housing Authority (June 17, 2013).

Communications:

Treasurer

2. Opening of Tax Deed Bids.
3. Budget Status Financial Report for May, 2013.
4. Treasurer's Report for April and May, 2013.

County Clerk

5. Budget Status Financial Report for May, 2013.
6. Resolution Supporting the 2014 – 2015 Memo of Understanding Between Brown County and the Town of Eaton for the Statewide Voter Registration System (SVRS).
7. Resolution Supporting the 2014 – 2015 Memo of Understanding Between Brown County and the Town of Glenmore for the Statewide Voter Registration System (SVRS).
8. Resolution Supporting the 2014 – 2015 Memo of Understanding Between Brown County and the Town of Green Bay for the Statewide Voter Registration System (SVRS).
9. Resolution Supporting the 2014 – 2015 Memo of Understanding Between Brown County and the Town of Holland for the Statewide Voter Registration System (SVRS).
10. Resolution Supporting the 2014 – 2015 Memo of Understanding Between Brown County and the Town of Humboldt for the Statewide Voter Registration System (SVRS).
11. Resolution Supporting the 2014 – 2015 Memo of Understanding Between Brown County and the Town of Lawrence for the Statewide Voter Registration System (SVRS).
12. Resolution Supporting the 2014 – 2015 Memo of Understanding Between Brown County and the Town of Morrison for the Statewide Voter Registration System (SVRS).

13. Resolution Supporting the 2014 – 2015 Memo of Understanding Between Brown County and the Town of New Denmark for the Statewide Voter Registration System (SVRS).
14. Resolution Supporting the 2014 – 2015 Memo of Understanding Between Brown County and the Town of Pittsfield for the Statewide Voter Registration System (SVRS).
15. Resolution Supporting the 2014 – 2015 Memo of Understanding Between Brown County and the Town of Rockland for the Statewide Voter Registration System (SVRS).
16. Resolution Supporting the 2014 – 2015 Memo of Understanding Between Brown County and the Town of Wrightstown for the Statewide Voter Registration System (SVRS).
17. Resolution Supporting the 2014 – 2015 Memo of Understanding Between Brown County and the Village of Denmark for the Statewide Voter Registration System (SVRS).
18. Resolution Supporting the 2014 – 2015 Memo of Understanding Between Brown County and the Village of Pulaski for the Statewide Voter Registration System (SVRS).

Department of Administration/Technology Services

19. Budget Status Financial Report – Administration – for May, 2013.
20. Budget Status Financial Report – Information Services – for May, 2013.
21. 2013 Budget Adjustment Log.
22. Budget Adjustment Request (13-63): Increase in expenses with offsetting increase in revenue.
23. Resolution re: To Appropriate Excess Fund Balance for Museum Planning.
24. Administration 2014 Five-year Capital Improvement Plan (CIP).
25. Director's Report.

Human Resources

26. Activity Report for June, 2013.
27. Director's Report.

Child Support

28. Budget Status Financial Report for May, 2013.
29. Resolution re: Change in Table of Organization Child Support Agency Child Support Specialist – Enforcement.
30. Child Support Administrator Summary.

Corporation Counsel – No agenda items.

Other

31. Audit of bills.
32. Such other matters as authorized by law.
33. Adjourn.

Steve Fewell, Chair

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

PROCEEDINGS OF THE BROWN COUNTY ADMINISTRATION COMMITTEE

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Administration Committee** was held on Thursday, June 27, 2013 in Room 200, Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

Present: Chair Fewell, Supervisor De Wane, Supervisor Steffen, Supervisor Jamir
Excused: Supervisor Carpenter
Also Present: Troy Streckenbach, Juliana Ruenzel, Lynn Vanden Langenberg, Brent Miller, Supervisor Nicholson, Supervisor Moynihan

I. Call to Order.

The meeting was called to order by Chair Steve Fewell at 5:00 p.m.

II. Approve/Modify Agenda.

Items 6 – 18 were removed from the agenda.

Motion made by Supervisor De Wane, seconded by Supervisor Jamir to approve as amended. Vote taken. MOTION CARRIED UNANIMOUSLY

III. Approve/Modify Minutes of June 6, 2013 and Joint Meeting of June 6, 2013.

Motion made by Supervisor De Wane, seconded by Supervisor Jamir to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Comments from the Public. *None.*

1. Review of minutes:

a) Housing Authority (May 20, 2013).

Motion made by Supervisor De Wane, seconded by Supervisor Steffen to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Commendation:

1b. Approval of Commendation Honoring Jeff Fonferek and Pearly Gates.

Supervisor De Wane stated that Jeff Fonferek has been holding a fundraiser bike ride for veterans for the past 8 – 9 years. He also has picnics and other functions for veterans and their families. Fonferek has raised \$400,000 - \$500,000 or more for veterans and De Wane will provide updated information in time for the presentation of the commendation at the July 13 fundraiser bike ride.

Fewell questioned if the Veterans Recognition Subcommittee was still functioning and it was indicated that it was. He felt that that a referral to that Subcommittee may have been more appropriate and perhaps this should have gone to Human Services as Veterans Services falls under the Human Services Committee. It was asked if this commendation will be presented to Fonferek prior to the next Board meeting and it was indicated that it would. De Wane would like to have the commendation signed by the Board Chair and Vice Chair as well as County Clerk Juno and County Executive Streckenbach. Supervisor Moynihan indicated that it would not be a problem to obtain these signatures prior to July 13.

III

Streckenbach stated that his office could handle this commendation if De Wane did not desire to have this presented at the full County Board meeting.

Motion made by Supervisor Steffen, seconded by Supervisor Jamir to refer to the County Executive for drafting of Commendation. Vote taken. MOTION CARRIED UNANIMOUSLY

Communications:

2. **Communication from Supervisor Steffen re: Amendment to Resolution #10h, upon passage of Resolution #10h. Brown County shall begin submitting monthly invoices for all costs associated with the referenced resolution to the following state-level offices and departments: Department of Administration, State of Wisconsin; Office of the Governor; Association of State Prosecutors (cc: via e-mail only); Office of every State Government Assembly and Senate representing Brown County (cc: via e-mail only); Wisconsin State Journal (cc: via e-mail only); Green Bay Press Gazette (cc: via e-mail only). *Referred from April Cty. Board/Held for one month.***

Supervisor Steffen stated that the underlying resolution that this is related to was the financial support of the additional district attorney position that was authorized and this is something that should have been paid for by the State, although, because of the backlog and the Board's desire to maintain the commitment to public safety in the community it was decided to assume the financial responsibility for the additional position for a period of time even though it is a State expense. Steffen continued that his thought was that perhaps this would present an opportunity to submit invoices and make people aware that this is in fact a State expense and more than anything it would be a routine reminder to other levels of government that this is a State expense. He stated that sometimes the squeaky wheel gets the oil and he would be hopeful that this process would help that happen but he felt it may be helpful to be clear as to Brown County's continuing discontent with the way that funding, or lack thereof, is occurring. Steffen stated that he is open to other thoughts on this and a discussion followed.

Fewell asked Director of Administration, Brent Miller, if this is done by e mail what kind of time and/or expense would be incurred by his Department. Steffen interjected that there were a couple of entities that were listed as receiving actual invoices and others for a distribution e mail list but he was willing to look at compromises.

County Executive Troy Streckenbach stated that he understands the purpose behind this communication, however, he suggested that his office provide the County Board office with the appropriate information and this communication would then go to the suggested parties from the legislative body. He understands that we do want to send a message to the State regarding the fact that Brown County has taken the initiative in this matter and have decided locally to take on these things, but he does not know what the end result would be. Streckenbach continued that if we do this, he felt we may be opening ourselves up to the question if we should be doing this in a lot of other instances where there are multiple unfunded mandates that are required by the State and Federal governments.

Fewell asked Streckenbach where the County Board and the County are authorizing money for employees because this is the only area he knows where money is authorized for State employees. He felt these should be State paid employees and he cannot think of another area where this is being done. Streckenbach stated that in the Human Services budget there have been positions added and in some cases are simply writing out a check to manage community programs that are not necessarily in the picture State funded. What Streckenbach is suggesting is that while we can go through the process of sending an invoice out, this is more of a legislative type of position that we want a reminder that we are funding these positions because the State is not.

The second thing that Streckenbach wanted to be mindful of is that our District Attorney had a position on pay progression and when they went down to the State and lobbied for more attorneys, the question was

asked if they want pay progression instead of more attorneys. If we do send the invoices out and the communication is sent through, Streckenbach does not know what message is being sent and if it is accomplishing the intent behind it. He agrees with the idea and he has been harping to State legislators to put an end to unfunded mandates. Fewell stated that he felt that it would be a different resolution than funding for what are considered State employees. What Brown County is funding are State employees. He would agree to the unfunded mandates as Streckenbach referenced and Fewell felt it would be wise of another supervisor to put forward another resolution saying that we want the State to quit requiring unfunded mandates. Fewell continued that he does not have a problem saying to the State that Brown County does not appreciate unfunded mandates and quit putting mandates on us that they will not fund.

Steffen indicated that other methods that have been attempted seem to not have been effective such as drafting resolutions. This seems to be an exercise that the Board enjoys and spends hours debating regardless of the merit of the item. It has not generated results and yet we continue to choose that method. He also stated that we work with the Wisconsin Counties Association and questioned the outcome we receive from that. He stated that this is recognition that whatever we are doing now is not working. To say to draft a resolution for the Board and then have it sent off to wherever and people receive it once and then discard it. If this isn't the method that will be effective, he would like to find a method that is effective or some personnel working on these issues on our behalf in a much stronger fashion. Steffen acknowledged that those resources are not available in the Executive office at this time, but he does not believe the resolutions are effective and the intent was to design something that was a reoccurring pressure on legislators as well as the media to be aware that this is a continuing concern of ours.

Fewell questioned if this would be done on a monthly basis and Steffen stated that his intent was to have it done monthly. Streckenbach asked what if we were to draft a letter with numbers and our position of what we feel is behind the communication and then on a quarterly basis send this as a reminder to the State legislature because ultimately they are who will make the decision that the County has done this and provide the results of what has come from adding the new DA.

Fewell felt strongly that the legislative body and the administration strongly ask for more district attorney positions and he does not care with the State district attorneys association's position is on pay progression. What we are looking at is what the Brown County taxpayers have to say and that is that we are paying for positions that we should not have to pay for and to remind them of that and the fact that we need more positions funded, to Fewell is appropriate and legislatively he is all for that because he really thinks that it may be a little disingenuous of the District Attorney to go and lobby for pay progression and come back to the Board and ask for positions.

Streckenbach stated that the slippery slope that is before us is that the State loves when local government takes on their responsibility because eventually they stop funding it. That is a slippery slope when municipal government takes on other responsibilities of the State. Streckenbach stated that he felt this could be accomplished by showing not only what we are paying for but also the direct result and then incorporate this concept.

**Motion made by Supervisor Steffen, seconded by Supervisor De Wane to approve. No vote taken.
Motion withdrawn by Supervisor Steffen.**

Motion made by Supervisor Steffen, seconded by Supervisor Jamir to refer to the County Executive's office for creating and distributing a quarterly communication to the Board, state legislators and the media regarding our concerns with this issue and other prorated matters. Vote taken. MOTION CARRIED UNANIMOUSLY

3. **Communication from Supervisor Nicholson re: Review the position of Deputy Corporation Counsel.**

Supervisor Nicholson asked why there was no closed session listed for this item as he had requested. Fewell stated that there is no closed session language except for disciplinary hearings for which charges need to be brought. Nicholson stated that he had asked Chair Moynihan about this. Moynihan responded that Nicholson had asked how to bring this forward and Moynihan told him to bring it to Admin. Nicholson stated the one question he had of the committee members is whether the Deputy Corporation Counsel position is warranted.

Supervisor Jamir asked why it would not be warranted and Nicholson responded that in light of the fiasco with the information Supervisor Steffen requested and what was seen at the Executive Committee meeting a month ago, this was brought to Administration Committee to see if they felt this position was warranted due to what happened. Jamir stated that his recollection was that this relates to a matter of interpretation and Deputy Corporation Counsel interpreted one way and in that respect Deputy Corporation Counsel did her job and based on the information and her interpretation counseled Supervisor Steffen and at that point Corporation Counsel Ruenzel had a different interpretation. Jamir did not feel that this meant the position was not warranted and he felt the position was warranted.

Moynihan stated that this could be a discussion when it comes to budget time. Fewell felt that ultimately when it comes to any position in the County, it comes back to asking the County Executive and the head of the department to evaluate the position and we need to trust the evaluations. It is his understanding that there is a significant backlog when it comes to legal issues in the County and he felt that the position in question is necessary. He also noted that historically there has always been a Corporation Counsel and an Assistant Corporation Counsel. A number of the other assistant Corp. Counsel positions are doing work for parental rights and other family related issues.

Streckenbach said that he could only speak for the two years he has been here, but he felt that he could safely state that former Corporation Counsel John Luetscher was completely overwhelmed with the backlog. Streckenbach also stated that internally they were getting a lot of comments from departments because they had legal questions and contracts and other things that were not getting addressed in a timely manner. That was directly due to the fact that there was only one attorney that was handling all of the contracts. The other attorneys mentioned earlier are hired attorneys by Human Services and are handling mainly child abuse, sexual assault, termination of parental rights and other matters. Under those attorneys we have the child support attorneys who handle the child support issues only. Of all of the attorneys shown in the table of organization, there is only one attorney doing corporate work for all of the departments in the County. Luetscher asked for a part-time attorney when he was here and this year a full-time position was requested. Streckenbach felt they could showcase what the workload is that they are working on.

De Wane stated he did not want to speak for Nicholson, but what he has noticed in the past is that we hire attorneys but they are only specialized in one area and then they need someone to help with other matters outside of those specialties so they hire someone that can specialize in that and then we turn around and hire another attorney because the first two do not specialize in something. It appears to De Wane that we hire a lot of assistant corporation counsels. He felt that we should look to be hiring attorneys with broader experience that can handle more than one area.

Streckenbach stated that the positions that have been hired have been in the budget. Ruenzel stated that the Corporation Counsel office cannot be experts in everything. She continued that if you look in the statutes there are millions of laws, but her deputy and her generally handle 90% of the information. Her deputy and her handle all of the legal research, the writing, the resolutions, the ordinances, the litigation, the requests for proposals, quotes, bid, open records, open meetings, closed meetings, employment issues and she could go on and on.

III

De Wane was surprised that they did not go back and look at the past when they knew it was brought up before and spend that much time on something that is already in the documents. De Wane did not understand how so many hours were spent on an issue when the issue was already researched by the previous corporation counsel. Ruenzel stated that generally they look back in the files to see if there is anything there. If there is nothing in the files, you have to start with research and she noted that the issue in question was not part of the filing system that they have that they could find.

Fewell stated his understanding of this issue is that Ruenzel was not even on staff and the background she had when she came forward was that it was not possible to have term limits and this may well have been research that Ruenzel had done somewhere else. Ruenzel confirmed that this was something she had learned years ago. Fewell continued that in this matter the interim corporation counsel did some work and when Ruenzel came on board she provided a second opinion that terms limits could not be done, but noted again that Ruenzel was not on board when this originally came forward as she did not start until July.

Streckenbach stated you need to take personalities out of these different rulings, and he felt that if you brought ten attorneys into a room you would get ten different opinions based on the subject matter and the interpretation of law. Streckenbach continued that the question is do we need a Deputy Corporation Counsel and he felt that the answer was yes hands down. If personalities are taken out of the equation, the workload still stays there.

Ruenzel stated that she had previously worked in Door County where there were two corporation counsel positions for a county with a population of 30,000. She noted that Brown County has a population of 250,000 and there are two corporation counsels doing all the work. Fewell stated that one of the reasons they tried to get the attorneys together was because they were spending over \$200,000 in labor attorneys from a Madison labor firm while they had corporation counsel and an assistant corporation counsel on board and they wanted to try to get all of the attorneys underneath corporation counsel to keep track of what was being paid in legal fees because for a awhile legal fees were being paid out of Human Services, Human Resources and other places and nobody knew the true cost of the legal fees.

Steffen stated that there were mistakes on the specific matter referred to earlier. He felt that there were errors made across the board on this issue and he did agree that Ruenzel was not on staff in May when the opinion was submitted. However, Ruenzel came on in July and Steffen stated at that time there were nine more months of activity and discussions occurring on this matter. Steffen felt that Ruenzel must review with her deputies on a weekly or monthly basis what her staff is working on and he is guessing that term limits should have been included in these reviews. With regard to the matter of interpretation, Steffen felt that this does not seem like a gray area but was actually a complete and major oversight and he understands and shares with Supervisor Nicholson's concerns. The fact that new supervisors come on board with zero orientation, no handbook, not a review of processes may not be the best procedure and a little more effort should be put into this. This is obviously not the fault of any particular chairman or Executive, but is just something that as someone who came in without having any information is a struggle. Steffen continued that he had shared his thoughts with Corporation Counsel Ruenzel in terms of his concerns and disappointment with regard to the opinion and he accepted Ruenzel's apology in relation to the way things happened, but he did not feel we should be so clearly dismissive of the fact that there were significant errors that occurred and it was not just a matter of two separate opinions. It was a far more complex series of cascading errors that occurred but that aside the question is what should we do about it. Is it simply a standard operating procedure that corporation counsel in general addresses in the future with how items are reviewed so she is more aware of what her deputies are working on. When it comes to personnel, Steffen does not know what the Committee's role is and he asked if the Committee had the capability of making decisions on hiring and firing the deputy corporation counsel. Ruenzel stated that the Committee does not have that authority but statutorily she has the authority to hire and fire her

employees. Steffen asked who would have the authority to fire Ruenzel and she responded that it would be the County Executive as well as 2/3 of the Board.

Steffen continued that ultimately when it comes to quality control on employees, this rests primarily on the shoulders of the County Executive. Ruenzel wanted Steffen to rest assured that she did take all of his comments under advisement and she has required all of the assistants to give her weekly reports of what they are working on. Steffen admitted that they will probably never find perfect employees or perfect supervisors and errors will occur and are things we should learn from, but in this instance there were significant mistakes and he felt that that needs to be recognized and not dismissed.

Fewell stated that if Steffen felt the actions were egregious he could have a closed session put on the agenda, the employee would then be invited along with her attorney to attend and there would be a disciplinary hearing. Fewell stated that this matter was postponed and put off several times and he felt there was enough blame to go around. Fewell also stated that the 30 – 40 hours spent on this issue were probably spent before Ruenzel was on staff. Fewell advised Steffen that if he thought this was that egregious it could be addressed by the Board, but he has seen much more egregious things. Steffen asked for clarification on this as Fewell had previously stated that this body does not have the control over hiring and firing the deputy corporation counsel position. Ruenzel stated that the Committee has the ability to have a hearing and basically if he felt that someone has done something egregious the Board has the ability, within the Committee, to call a hearing in closed session, but when those hearings are done, by law you have to give the person notice as to what the hearing is going to be about and it is actually held like a mini trial to determine if there is fault and egregious actions on the party's part. Streckenbach stated that in order for this hearing to happen, some law would have had to be violated. Just because you don't agree with something they have done does not mean a law has been broken. Steffen said it sounded like the most the Committee or Board could do is provide a recommendation but do not have the ability to actually fire someone as a Committee or Board and Ruenzel stated that that was correct.

Fewell said that his argument has always been that there are department heads that serve below the County Executive and we have the County Executive and if we don't feel that department heads are doing what they should be doing we should be addressing the County Executive. Fewell continued that it comes down to everything else we are taking about in other areas and it comes down to if you trust the managers that are working for the County. He felt we either need to trust them or not have them working for us. To him, you need to say to department heads that department heads are doing a decent job and doing the best they can and they are running their departments well. If you don't feel this way, you need to contact the County Executive about that as the department heads do serve at the will of the County Executive.

Motion made by Supervisor De Wane, seconded by Supervisor Jamir to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Information Services

4. Director's Report.

No report was given as the position of Information Services Director is currently vacant.

Motion made by Supervisor De Wane, seconded by Supervisor Steffen to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Child Support5. **Director's Report.**

Chair Fewell stated that he had been contacted by Child Support Director Maria Lasecki who was out of the office and therefore no report was given.

Motion made by Supervisor De Wane, seconded by Supervisor Steffen to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

County Clerk

Items 6-18 were removed from the agenda.

Department of Administration19. **2013 Budget Adjustment Log.**

Motion made by Supervisor De Wane, seconded by Supervisor Steffen to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

20. **Asset Maintenance Fund Expenditures - Informational.**

Motion made by Supervisor De Wane, seconded by Supervisor Steffen to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

21. **Budget Adjustment Request (13-53) Category 4: Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund).**

This budget adjustment relates to a hot water heater at the jail. The jail has two hot water heaters; one that serves the laundry and kitchen and the other which provides hot water for the inmate showers and restrooms. The larger of the two units failed. The smaller unit is presently providing hot water for the entire facility but there is no redundancy/backup system in place if this unit fails. Additionally, the water heater currently in operation is not reliable. Total cost of the project is \$75,614.00 including hot water boilers, storage tanks, roof work and electrical work.

Motion made by Supervisor De Wane, seconded by Supervisor Jamir to approve the budget adjustment in the amount of \$75,614.00. Vote taken. MOTION CARRIED UNANIMOUSLY

22. **Director's Report.**

Motion made by Supervisor De Wane, seconded by Supervisor Jamir to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Human Resources23. **Budget Status Financial Report for April and May, 2013.**

Motion made by Supervisor De Wane, seconded by Supervisor Jamir to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

24. **Activity Report for May, 2013.**

Motion made by Supervisor De Wane, seconded by Supervisor Steffen to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

25. Changes in Short-Term Disability Plans.

Interim HR Director Lynn Vanden Langenberg stated that she wanted to inform the Committee of changes to the short and long-term disability that the County offers to its employees. These changes are set forth on the attachment to the agenda, a copy of which is also attached to these minutes for review. Savings to the County with these changes would be about \$230,000 annually.

Fewell asked if these proposed changes are in line with other counties and Vanden Langenberg stated they are and stated that most short-term disability is paid at 66 2/3% and that brings it in line with what net pay would be so offering 75% is more in line with work comp.

Vanden Langenberg also stated with the new vendor there will be some added benefits such as an occupational health nurse here in Green Bay who will work with employees on short-term disability to try to get them back to work quicker.

De Wane asked who was worked with to get comparisons and Vanden Langenberg responded that initially they worked with the insurance consultant, M3, but they are looking at the other businesses that they work with and she also had a study from the Northeast Wisconsin Chamber Coalition of the Fox Valley which is where she got much of her information and this information lined up very closely with what the insurance company set forth.

Motion made by Supervisor De Wane, seconded by Supervisor Jamir to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

26. Changes in Health Insurance Plan.

Vanden Langenberg stated that they have been studying the cost of health insurance and the insurance consultant is estimating that insurance costs will rise 10% a year in the future. For Brown County this would mean about \$1.6 million dollars per year. In addition, there are some changes that need to be made with the Affordable Care Act. Fewell asked about moving employees to a high deductible plan and stated that his company had significant savings when employees were moved to the high deductible plan. Vanden Langenberg stated that there is savings with that but this is being projected due to the Affordable Care Act. Vanden Langenberg stated that all employees had been moved to the high deductible plan as of January 1, 2013.

Fewell asked if what he is hearing is that there is a \$3,000 maximum deductible for a family plan and Vanden Langenberg stated that that is correct for in network care. Out of network care would have a \$6,000 deductible. Fewell asked how much the County was paying towards that deductible and Vanden Langenberg answered that it was 80% and then employees are also eligible for wellness benefits for doing certain things such as getting their teeth cleaned. Vanden Langenberg stated that most groups fund the high deductible and if it performs well they pay 50% towards the deductible. Vanden Langenberg stated that the County used to pay 90% and scaled it back to 80%. The County was supposed to go to 70% and then to 50%, however, the County is still at 80%. On a long-term basis that cannot be sustained and Fewell agreed and stated he cannot even fathom paying 80%. His employer has a \$6,000 family deductible and they get \$2,500 paid towards the deductible and if you are in a single plan the deductible is \$3,000 and they get \$1,000 paid towards the plan.

Streckenbach stated that this is something they are trying to manage better while, at the same time, recognizing that in the public realm there are a lot of things that are happening that we are trying to maintain a level of morale in the County as they turn the ship into the right direction. Fewell stated that the current plan sounds like a Cadillac plan and Streckenbach agreed.

Vanden Langenberg also pointed out that they looked at a number of different options on this and it was recommended to increase the premium by 10% but they are only recommending a 5% increase and then the employee contribution would be at 18% and this would have a \$32.00 per month impact on the employee and \$85.00 for family.

Streckenbach stated the health insurance fund balance was at \$9 million dollars two years ago and this has been utilized because it has been too high, but to the same point, it cannot be sustained at the level it is at so we are slowly graduating it down while trying to maintain it so it is at a level where it can be used in the event there is a high year of claims. In order for this to be adjusted, there are two choices. The premium can be kept where it is at and the County absorbs the \$1.6 million dollars and then we would have to find that in the operational budget or we share in that expense and that is what this is intended to do. Fewell stated that in the past, significant amounts of money were taken from that fund to bring down the tax levy artificially in some ways.

Vanden Langenberg also pointed out that premiums have not been raised in three years and that may be another thing that needs to be looked at is having a little bit of inflation each year but they did look at a number of options in this regard. Jamir asked what a sustainable amount would be and Vanden Langenberg stated they are shooting for 50% but that may mean that they have to raise the deductible. Vanden Langenberg also stated that they are encouraging better health for employees and plans such as this plan help the employees be more conscience of how they are spending health care dollars.

Streckenbach stated that by September, 2013 insured employees will have to undergo a health screening in order to get the better insurance plan. Employees will then have a year to work on improving areas of their health that need to be improved to create more of a partnership with the employees.

Fewell stated that he has seen similar models of this where companies actually hire a physician and the physician sees the employees and is able to minimize costs by helping to manage healthcare. Vanden Langenberg stated that insurance is a huge cost to the County and is one of the costs that will rise faster than any other costs so we have to stay on top of this. Streckenbach also stated that our claims are \$20 million dollars which is one of the largest areas of cost impact to the County.

Motion made by Supervisor De Wane, seconded by Supervisor Jamir to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

27. Director's Report.

Motion made by Supervisor De Wane, seconded by Supervisor Jamir to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Corporation Counsel

- 28. Closed Session:** The Administration Committee will convene in closed session to confer with legal counsel regarding the pending litigation in Getmor Enterprises, LLC v. Brown County, et al., U.S. District Court for the Eastern District of Wisconsin, Case No. 12-C-633. Per Wis. Stat., § 19.85(1)(g), a closed session may be held for purposes of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

Motion made by Supervisor De Wane, seconded by Supervisor Jamir to enter into closed session. Vote taken. MOTION CARRIED UNANIMOUSLY

Roll Call: Present: Jamir, Steffen, Fewell, De Wane

Motion made by Supervisor De Wane, seconded by Supervisor Jamir to return to regular order of business. Vote taken. MOTION CARRIED UNANIMOUSLY

Roll Call: Present: Jamir, Steffen, Fewell, De Wane

Treasurer – No agenda items.

Other

29. **Audit of bills.**

Motion made by Supervisor De Wane, seconded by Supervisor Steffen to pay the bills. Vote taken.

MOTION CARRIED UNANIMOUSLY

30. **Such other matters as authorized by law.**

None.

31. **Adjourn.**

Motion made by Supervisor De Wane, seconded by Supervisor Jamir to adjourn at 7:03 p.m. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Blaire Xiong
Recording Secretary

Therese Giannunzio
Transcriptionist

MINUTES
BROWN COUNTY HOUSING AUTHORITY
Monday, June 17, 2013, 3:00 p.m.
City Hall, 100 N. Jefferson Street, Room 604
Green Bay, WI 54301

MEMBERS PRESENT: Tom Diedrick—Chair, Ann Hartman, Sup. Andy Nicholson

MEMBERS EXCUSED: Corday Goddard

OTHERS PRESENT: Rob Strong, Robyn Hallet, Stephanie Schmutzer, Ben Fauske, Matt Roberts, Pat Leifker, Robert Hornacek (WLUK - Fox 11)

APPROVAL OF MINUTES:

1. Approval of the minutes from the May 20, 2013, meeting of the Brown County Housing Authority

A motion was made by A. Nicholson and seconded by A. Hartman to approve of the minutes from the May 20, 2013, meeting of the Brown County Housing Authority. Motion carried.

COMMUNICATIONS:

2. Letter from Housing Authority Insurance Group regarding dividends received

R. Hallet reported that the letter from the Housing Authority Insurance Group is regarding dividends that the BCHA has received in two checks, one for \$167.51 and the other for \$530.90.

A motion was made by A. Nicholson and seconded by A. Hartman to receive and place on file the letter from Housing Authority Insurance Group. Motion carried.

REPORTS:

3. Report on Housing Choice Voucher Rental Assistance Program
 - A. Preliminary Applications
P. Leifker reported that there were 77 preliminary applications for May 2013.
 - B. Unit Count
P. Leifker reported that the unit count for May 2013 was 3,062 units.
 - C. Housing Assistance Payments Expenses
P. Leifker reported that the Housing Assistance Payments for May 2013 was \$1,216,175.00.
 - D. Housing Quality Standard Inspection Compliance
M. Roberts reported that there were 320 inspections in May 2013, and of those 54.38% passed their first inspection, 23.12% passed the reevaluation, and 22.5% failed.
 - E. Program Activity/52681B (administrative costs, portability activity, SEMAP)
P. Leifker reported that for May 2013 there were 275 port-out units and 23 port-in units. The total administrative funding received from HUD was \$99,213.00, and the administrative expense was \$103,541.48. The administrative overspent difference was \$7,900.15.

F. Family Self-Sufficiency Program (client count, escrow accounts, graduates, new contracts, homeownership)

P. Leifker reported that there were 96 FSS clients in May 2013, 34 escrow accounts, no graduates, 3 new contracts, and 69 homeowners.

G. VASH Reports (active VASH, new VASH)

P. Leifker reported that there were 19 VASH clients and 2 new VASH clients for May 2013.

H. Langan Investigations Criminal Background Screening and Fraud Investigations

P. Leifker reported that there were 3 new investigations assigned, 2 new investigations closed, 2 previous investigations closed, and 2 investigations still active.

P. Leifker also added that 5 out of the 6 fraud investigations were in Green Bay, and 1 was in Ashwaubenon.

I. Reasons for Background Screening Denials

P. Leifker reported that there were no background checks because there have been no current lease-ups.

OLD BUSINESS:

None

NEW BUSINESS:

4. Discussion and possible action to approve use of reserve funding due to federal funding cuts

R. Hallet stated that with sequestration, the BCHA's administrative fees are currently at 69%. With this significant decrease, BCHA staff is working with ICS in finding ways to reduce costs. A current issue that we are dealing with is increasing the voucher utilization; we want to administer as many vouchers as possible, which increases administrative fees and secures funding for next year. However, ICS staff is at its capacity with workload and do not have time to issue additional vouchers without hiring more staff. ICS has not refilled various vacated staff positions.

B. Fauske stated that with sequestration, ICS has suspended new lease-ups and hiring additional staff to keep costs as low as possible. The voucher issuance situation was discussed with a HUD representative, who recommended that BCHA begin issuing vouchers and utilize the BCHA's reserve funds. The BCHA's reserves are larger than the national average in both the Housing Assistance Payments (HAP) funds and the Administrative funds. If BCHA does not utilize their reserves funds, eventually the funds could be lost to the federal government. HUD also recommended ICS continue leasing up new clients because they have the funds available to do so. Also ICS has found that their client specialists are handling higher caseloads than they should be. With work overload, this jeopardizes high performance status along with clientele services. He requested use of the reserves funds to lease-up new clients and bring on new staff. He reported that they are short two positions.

B. Fauske further reported that HUD highly recommends Housing Authorities to have one month of funding in reserves, but BCHA has over 6 months in reserves for their administrative fees. BCHA is recommended to use their reserve funds, or they could lose them the following year. If BCHA decides to spend its reserves, then the HAP reserves

would decrease to about \$1.6 million. BCHA's target is to administer about 3,150 vouchers, and this will take about \$38,000 from the Administrative funds.

A. Hartman questioned if the federal government will take the reserves funds regardless of how well BCHA has administered the Housing Choice Voucher Program. B. Fauske replied it will be taken away if the BCHA does not utilize it.

A. Nicholson asked why BCHA would want to increase the voucher usage. A. Hartman responded that increasing the voucher usage would increase the amount of funding for next year. A. Nicholson inquired if the BCHA needs more funding.

B. Fauske explained that the long waiting list demonstrates there is a need for housing assistance, and the BCHA thus needs to increase the voucher usage.

A. Nicholson inquired if the federal government will take the waiting list along with the funding. B. Fauske responded no; we would just have to serve fewer clients, and the size of the waiting list would only increase.

A. Nicholson questioned how many people are on the waiting list. P. Leifker replied that the waiting list is currently 500-600 families.

A. Hartman inquired if all the people on the waiting list are Brown County residents. P. Leifker explained the waiting list is broken into preferences based on Brown County residency, which the 500-600 families does not include non-residents since they haven't pulled off of that waiting list for over 10 years.

A. Nicholson questioned why the waiting list number does not include the non-residents. P. Leifker replied that non-residents are in fact counted but are not included in the above count of 500-600. This is because BCHA targets families of Brown County residency before helping families outside of Brown County. He explained that the 500-600 people on the waiting list only refers to people of Brown County, and adding the non-Brown County applicants to the count would make the number larger.

B. Fauske stated that BCHA's goal is to transition families to self sufficiency by helping them become educated and find work, and the 3,000+ families receiving vouchers rotates to new families who need help.

A. Nicholson inquired where the families on the waiting list are living now while they're waiting. P. Leifker and M. Roberts responded that not all of them are homeless and could be in a variety of situations, for example living with friends, going through a divorce, paying their rent but not being able to pay their other bills, living in substandard housing, etc.

R. Strong stated that the reserves are funds that have to be used for Housing Assistance Payments; they cannot be used for anything else. Furthermore, although HUD recommends holding one month's reserve, he personally recommended we keep it a bit higher. B. Fauske interjected that \$1.2 million would be a one-month reserve, but we want to bring it down to \$1.6 million.

A. Nicholson restated for clarity that the idea is to use the reserves to help the BCHA through the end of the year, so we can get more HUD funding the following year. B. Fauske confirmed this is accurate and further explained that having qualified people on the waiting list will justify the increase in voucher utilization.

A. Nicholson questioned if all 600 people on the waiting list are qualified for vouchers. R. Hallet responded that the applications are only preliminary, and ICS does not determine qualification until the application reaches the top of the waiting list. B. Fauske added that approximately 25-50% will not qualify or don't follow through for the assistance.

A. Nicholson inquired if the reserves funds are only used for Administrative fees. B. Fauske explained that there are two funds: one is the Housing Assistance Payments (HAP) fund which is only used to pay landlords on clients' behalf and currently is roughly \$2.6 million. For example, to lease-up an additional 200 people, ICS would have to come up with the money to pay the landlords because sequestration has reduced the HAP funds that we receive. We would therefore have to pull from the reserves to pay for these new clients. In this way, next year when HUD determines funding, it is based on the total number of vouchers we pay monthly this year.

A. Nicholson questioned what would happen next year if BCHA does not receive funding. B. Fauske replied that we'd be in the same situation in which ICS will have to continue to suspend leasing up vouchers, which would cause the waiting list to grow. A. Nicholson inquired if the waiting list could go somewhere else. A. Hartman stated that no other Housing Authority is accepting applicants to be on their wait list. She stated that BCHA is the only Housing Authority that has an open waitlist in comparison to Chicago and Minneapolis where they are no longer accepting applications. Since BCHA is still accepting people on the waiting list, people are coming here to get a voucher. R. Hallet interjected that *some* people are coming here to get a voucher; *some* housing authorities have closed waiting lists. A. Nicholson expressed his opinion that "*some*" is quite a bit. R. Hallet stated there are also a lot of people who live here who need a voucher, to which A. Nicholson disagreed.

T. Diedrick stated that the percentage of assisted families moving out of Brown County is very low. He explained that when you look at the number of port-outs compared to the total number of vouchers leased every month, it's a low percentage.

A. Nicholson stated that it would be interesting to know the percentage of people coming into the county that say they are county residents who are applying for vouchers. Staff responded that there is no way of knowing that. R. Strong mentioned that the BCHA sent out a survey two to three years ago that inquired about this kind of information. R. Hallet explained that the results of the survey showed that the majority of people applying for the Housing Choice Voucher Program are indeed what many would consider to be residents of Brown County. A. Nicholson expressed that we just said that there's no way of knowing this information but now we're saying this is known. R. Hallet reiterated that the survey was from three years ago; this information is not known for the applicants currently on the waiting list. A. Nicholson clarified that he wants to know how many people are coming in from surrounding areas that are establishing themselves as Brown County residents.

P. Leifker explained that when someone applies, they need to indicate if they are a resident or not. If they claim that they are, they need to provide a proper ID, as well as two pieces of documentation confirming their local address, and they are thus considered a Brown County resident. Applicants who are non-Brown County residents are placed on the non-preference list. A. Nicholson reiterated that he knows this but what he is asking is how many are coming from outside of the area to get on our program, and he thinks we should know this information.

B. Fauske stated that currently the port-out percentage is 9%; 91% of voucher holders are staying here. M. Roberts explained that while we don't have data to directly answer

A. Nicholson's question, other information about the waiting list is telling. He went on to explain that within the preference category there are sub-preferences of 1) displaced families and then 2) the elderly, disabled, and veterans. With the suspension of leasing up new vouchers, the numbers in these subcategories continue to rise. When we begin issuing vouchers, we will follow this order and issue vouchers first to these categories, which are generally not populations that tend to port-out. M. Roberts offered to email Commissioners the breakdown of the number of applicants in each subcategory.

R. Strong stated that the issue with port-out has been discussed at the last meeting with a representative from Reed Ribble's office. Some other Housing Authorities are not dealing with the same problem because they are not accepting applications or don't have enough funding to serve additional clients from the waiting list. He said it was made clear to Reed Ribble's representative that they need to take a look at some of the regulatory changes BCHA has suggested in the past.

B. Fauske stated that the representative from Reed Ribble's office has contacted him about some information. He responded quickly, and she is talking to a Washington representative about the issue. R. Strong added that information was sent out several years ago and yielded no results, so now maybe Reed Ribble will take this on.

B. Fauske asked A. Nicholson for clarification if his concern is that by issuing more vouchers, the number of port-outs will only increase. A. Nicholson agreed that is his concern. B. Fauske agreed this is a major concern. R. Strong added that there are local residents on the waiting list as well, but with the rules in place, we cannot restrict people from porting out so there's not an easy way around this.

During the meeting, R. Hallet found and reported on the results of the survey of applicants conducted several years ago: 88% of applicants resided in Brown County; of those, 37% lived in Brown County for 10 or more years, 8% lived here 6-9 years, 14% lived here 1-5 years, and 32% lived here less than 1 year. R. Hallet expressed that the greatest concern may be regarding the 32% who've lived in Brown County less than a year, but it is positive to see that 37% resided in Brown County for 10 or more years and furthermore 59% reported living here for over a year, 45% for over 5 years. R. Strong pointed out another important factor is that 25% lived in Brown County, moved away, and have now moved back. R. Strong stated that BCHA is not aware of the reasons why people move out of Brown County and then come back to Brown County. R. Hallet reported that the survey results indicate a main criteria for moving to Brown County is because of friends, family, and employment in the area. R. Strong stated that the surveys were voluntary and optional.

T. Diedrick stated that the big issue is that HUD reviews the count of money and vouchers used, and this determines the budget for the following year. M. Roberts confirmed this is correct: HUD looks at the count for January through September to determine the following year's funding, so lease-ups during this time period is of the utmost importance. M. Roberts indicated that they have briefing packets made, calendars ready to schedule appointments; they just need the manpower to do it.

T. Diedrick inquired if new staff to ICS will be temporary employees. B. Fauske replied that they considered this but don't think that would be the best strategy due to the learning curve for the position and staff turnover from time to time. He also added that in talking to HUD, they are encouraging BCHA/ICS to make use of the reserves.

T. Diedrick summarized that the options are to use the reserves or do nothing and risk the possibility of losing some of the reserves. R. Strong added that utilizing the reserves fund is

not sustainable, but BCHA needs to bring the reserves numbers down. He expressed that it's unfortunate that they can't do more to ensure it is true Brown County residents that would receive the vouchers, but we have stretched those rules to the limit. He reiterated, as the survey showed, that the majority of applicants are from Brown County, so it would be wrong to deny serving them. T. Diedrick also expressed that he is concerned about those who are residents, so we really need to think about using the reserves and risk having some port-outs with that.

A. Hartman stated that she is concerned with using the reserves funds because it risks the funding for the following year. If we don't get enough funding next year to support the additional people we've leased up, would we have to terminate some people from the program? She inquired about why HUD would provide additional funding next year if we use reserves this year. B. Fauske replied that HUD will set funding nationally. Further, with the current sequestration, this is hopefully the lowest the funding will be; we're assuming in the future it will be at this level or more. If we use some of the reserves annually, it will still last 20 or more years. He reiterated that HUD states our reserves are higher than they typically see and recommends that we put these funds to work to help improve the program. The goal is not to have a high savings account; it is to help the folks who need it. He emphasized that the reserves are designed to be used in these very times when federal funding is low due to sequestration.

R. Strong stated that having a month's reserves is safest in case HUD would be late in distributing their funds. We can still make payments to the landlords who are expecting their checks. He expressed that he is just as concerned about HUD funding the vouchers as he is about not having enough funds to administer the program – to have enough manpower to keep the program running. When ICS prepares a budget for next year, BCHA will focus on what is sustainable over time with using the reserves funds for the future. BCHA will also be looking at what ICS will do to improve the program and make it more customer friendly, which is also a good use of the reserves. B. Fauske agreed that those are the two main reasons for the reserves: emergency situations like now and special projects for program improvement.

A. Nicholson inquired if ICS budgeted for this. B. Fauske responded that ICS did not budget for sequestration and has already leaned up the staffing. A. Nicholson questioned if ICS had any reserves. R. Strong replied that BCHA holds the program reserves. B. Fauske responded that ICS has some of its own reserves but not enough for additional staffing.

A. Nicholson inquired if ICS would be able to administer the program through the end of the year without using the BCHA's reserves funds. B. Fauske answered that without the reserves funds, ICS will continue to suspend leasing up new vouchers and continue working understaffed. R. Hallet added that this would affect the whole community. She mentioned that she is a member of the Brown County Housing and Homeless Coalition, which monthly discusses the concerns caused by not issuing additional vouchers. Not leasing up more vouchers affects homeless shelters and transitional housing programs because they are not able to move people in and out. A. Nicholson expressed that homeless reports from the Protection and Welfare Committee show that the majority of homeless people are from outside of Brown County, which is a concern. He's not going to support this.

A. Hartman asked for clarification that ICS wants to hire two more people and issue 150 more vouchers, for which funding would come from reserves. The hope is then that HUD will then provide additional funding the following year to continue to support these additional vouchers, but if they don't, would we have to continue to use reserves? B. Fauske responded that there is turnover within the program, but the reserves funds will have to be

utilized if there is no additional funding available. P. Leifker reported that about 30 people are terminated from the program each month, and those vouchers are not being offered to other families currently. M. Roberts expanded on this explaining that when new vouchers are issued, they call in extra families because they know there is a percentage that are not successful in leasing up.

R. Hallet clarified that if BCHA was not to receive funding for the following year, HUD will help and guide the Housing Authority with other strategies before terminating families from the program, which would be the last resort.

R. Strong also explained that if there were to be no additional funding available, then the BCHA/ICS may need to cut back on administration. A. Hartman asked if that means that new staff hired would lose their job later. R. Strong responded not necessarily because those are the positions that are needed to keep the program going; ICS would have to find other areas that could be cut. He mentioned that the first budget draft should be presented in October.

A. Nicholson inquired about why ICS did not fill its vacant staff positions earlier. B. Fauske replied it's because of sequestration; they wanted to be safe due to cuts, so they decided to suspend everything and acted very conservatively. A. Nicholson again inquired if ICS could get through the year without filling the positions. B. Fauske responded yes, but if there is a need in the community, and we are sitting on seven to eight times the recommended savings, the community is going to look at BCHA/ICS very poorly if we choose to do nothing.

A. Nicholson stated that BCHA should focus on the needs of the people of Brown County compared to those coming from outside the area. He expressed his opinion that the results of the survey show that we are catering to people from outside of our community. To him, residing here one to five years is not a Brown County resident. He stated in his view, about half and half of those who are applying are Brown County residents, in his definition of residents. To him, this is not a need. He feels that the residents would stay and the others would leave and take their vouchers with them. B. Fauske reminded him that historically, 9% are porting out; 91% are staying.

T. Diedrick shared his explanation of this situation in a different scenario. He explained that like many non-profit organizations, they (at Options for Independent Living) have an endowment fund that is used for unmet needs. They have found that donors want to see organizations use their endowment funds. Therefore, Options is using part of the endowment every year to make it work for the people. He sees this as the same situation, that the reserves need to be used in order to secure more funding for the future. In his opinion, we don't have a choice but to use the reserves.

A. Nicholson expressed that he disagrees and that BCHA is serving non-residents who moved to Brown County for an unknown reason. R. Hallet clarified that the reason cited on the survey for coming to Brown County is to be with friends and family.

B. Fauske inquired about the strategy for the utilization of the Housing Assistance Payments and Administrative reserves funds. A. Nicholson replied that vouchers should be given to other communities in need; we don't have to spend the reserves.

B. Fauske asked what BCHA would do with the 600 people on the waiting list. A. Nicholson responded that the majority of the wait list applicants are non-Brown County residents (according to his definition of residents). He added that the Protection and Welfare Committee has proven that more than 50% of the homeless population is from outside of

Brown County. BCHA should assist the residents of Brown County instead of leasing up new vouchers to non-Brown County clients.

B. Fauske questioned what will happen to Brown County residents on the waiting list without leasing up new vouchers. A. Nicholson replied that waiting an additional 6 months is not a long wait. R. Hallet clarified that most of them have been waiting at least a year already.

A. Hartman stated that she does not like what St. John's Homeless Shelter has done to her neighborhood, and she is not interested in assisting drunkards. She inquired how clients at the homeless shelters who are alcoholics are handled. R. Hallet responded that a client who is disruptive or has a criminal background due to their drinking would not qualify for a voucher. P. Leifker stated that they take a lot of referrals from Freedom House and other community shelters, but the numbers from St. John's is very low, likely because they don't qualify. A. Hartman stated her neighbors are not against helping people, but they don't want to be assisting people who are coming here from other areas because they can get better welfare benefits here.

A. Hartman questioned if the applicants who will be served first are veterans, people who've been here for a long time, longer than 5 years. P. Leifker explained the preference categories' order of first displaced individuals, then, elderly or disabled, and veterans. R. Hallet also added that there are some victims of the apartment complex fire in Allouez at the top of the waiting list, but we've been unable to help them because we are not currently issuing vouchers.

A. Hartman inquired if a victim from the fire who has been a Brown County resident for only 6 months would still qualify for the voucher program. R. Hallet responded that the victim will qualify because the client is considered a displaced Brown County resident, regardless of how long they've lived here.

P. Leifker said he just verified that the actual number on the waiting list is 753. A. Hartman asked if only 150 of them will be assisted. P. Leifker explained that vouchers will continue to be issued until we reach the goal of 3,150. Thereafter, each month as approximately 30 families drop off the program, ICS will take 30-50 applicants off the waiting list to make up for those lost by natural attrition. They will continue to serve the highest preferences first.

A. Hartman questioned the qualifications for the clients from the Freedom House. P. Leifker responded that Freedom House clients would have to provide verification that they are homeless and receiving case management, then they would qualify for the preference after those who are displaced. He clarified that elderly, disabled, veterans, and homeless (with children and receiving case management) all fall within one preference category.

A. Hartman inquired about the percentage of this category compared to the entire waiting list. M. Roberts said that is information they have but did not bring with them, but could provide it by email. A. Hartman clarified the preference categories.

T. Diedrick asked for a motion to determine if we want to use the reserve funding. A. Nicholson made a motion to deny. T. Diedrick called for a second to that motion. Being none, he asked if there was a motion to approve use of the reserve funding.

A. Hartman questioned if BCHA decides to use the reserves funds for this year, will they be able to review it for change in the future. P. Leifker stated that staff has monthly conference calls with HUD in which they will continue to review the forecasting tool to see where the numbers are at. So, this is something that we will continue to follow closely.

A. Nicholson stated that basically if we don't use the reserves, then there might not be a need for the vouchers next year. He asked A. Hartman if she wants more vouchers next year, in a higher percentage in her neighborhood, as this is a possibility.

A. Hartman inquired about how many vouchers ICS has as a total. P. Leifker responded there are 3,380 vouchers total. M. Roberts clarified that we are unable to administer all of these because of the Housing Assistance Payments funding. A. Hartman confirmed that about 3,150 is the number that we think we can use, so what happens with the rest that we can't use. P. Leifker stated they are unfunded. A. Hartman asked R. Hallet if we've never been able to use them. R. Hallet stated previously the funding was at 100%. T. Diedrick stated that years ago we had been able to use all vouchers.

T. Diedrick stated that port-outs are a new issue in the past 5 years; A. Nicholson added that it has been increasing because other housing authorities have closed their waiting lists while ours is still open.

A. Hartman asked for confirmation that the 150 vouchers that would be added would be the applicants who already live here and are on the waiting list, and it wouldn't be new people coming from outside of the area. P. Leifker responded that the applicants who are currently near the top of the waiting list have been on the list for six months to a year. Once the category of displaced, elderly/disabled, and veterans (and homeless with children who have case management) have been depleted, then the next category would be families with minors and those have been on the waiting list for at least a year. R. Hallet reported that aside from those at the top due to displacement, there is a group of approximately 70 families which ICS had invited to come in to receive a voucher, but then with the funding cuts, the vouchers could not be issued. These families would be the clients on top of the waiting list after the displaced applicants.

A. Hartman expressed her concern about what the federal government is doing, but that she doesn't want to see them take away the reserves. A. Nicholson said this could happen, but it isn't for sure. R. Hallet added that this situation occurred with the Green Bay Housing Authority; they did not receive their operating subsidy, and they had to resort to use their reserves.

A. Nicholson stated that ICS should utilize its budget for the rest of this year, and then we'll figure out what is needed for next year. R. Strong clarified that under the current contract, BCHA does not approve ICS' budget; rather BCHA provides ICS with 96.4% of all the Administrative funds. We all make our best guess of what the total of this would be, but that total got cut, so ICS got 96.4% of a smaller number. So the overall amount ICS thought they would get was cut. A. Nicholson stated that ICS has said they can get through this year; we should find out what they need for next year.

R. Strong stated that ICS would be holding at about 3,000 units. P. Leifker stated this isn't accurate because there would be the natural attrition, so they would lose about 200 participants by the end of the year, so it would decrease to about 2,800. Then we'd need about 350 to get us to the goal of 3,150 vouchers. P. Leifker reiterated that to increase by 350 isn't as simple as bringing in 350 clients and hoping they'll all lease-up; it's a much longer process that would take months to lease-up this many clients. B. Fauske also restated the concern that BCHA will have to answer to the fact that HUD recommended we issue more vouchers now, but we said no despite the community's issue of homelessness. B. Fauske urged the commissioners to think about these issues in making this decision.

R. Hallet stated that she understands A. Nicholson's concern that people outside of Brown County are coming here to take advantage of our services. A. Nicholson expressed that is the issue that is dividing this Authority.

B. Fauske expressed that the honest people shouldn't be the ones to suffer because of this. The challenging part is that ICS will have to look at the people displaced by the Allouez fire and tell them they can't help them. A. Nicholson offered to help do this, on behalf of the Authority.

B. Fauske restated that HUD's recommendation is not to continue to sit on our reserves. A. Nicholson expressed that HUD has no concern for Green Bay or Brown County; they could care less about us, whereas he does care. We can get through this year and then look at next year's budget and help out with what we have to from the reserves at that time.

A. Hartman stated that until that time, there are people from the fire that we technically have the money to help. She has no problem helping people from the fire or people who are veterans, but she would like to know how many are in each category. She doesn't want to help the bums, but she doesn't want to hurt the good guys.

R. Strong expressed that he is interested in helping the victims of the fire. He suggested BCHA could authorize 20 vouchers for those people. Then as a second step, have the breakdown of the rest of the waiting list at the next meeting. The chances of getting families from outside of town coming to just port-out becomes smaller when we have a better understanding of the numbers. He reiterated that every month that goes by, it will shrink the program; that is a consequence of doing nothing. HUD will look at our performance, which will be around 2,900 units, and that is how many units they will fund us for again next year with a possibility of another reduction in administrative costs.

A. Hartman inquired how many units were damaged in the apartment fire. Various people replied that there were 74 units within the apartment complex, but not all clients will qualify.

A. Nicholson suggested that this authorization be postponed until the next meeting when BCHA has more information about how many vouchers they will need to approve of.

T. Diedrick suggested we could help those specifically displaced by the fire who are eligible. A. Hartman stated she could support helping those displaced by the fire.

Discussion continued regarding how many displaced by the fire might be eligible and how many vouchers should be authorized. T. Diedrick suggested that BCHA authorize 20 vouchers to assist those who have been displaced by the fire. R. Strong added that if BCHA finds that more than 20 vouchers are needed, then a decision will be made again for the next meeting.

R. Hallet questioned what should be done if they find there are individuals who are on the waiting list that has been displaced for a different reason. R. Strong suggested that the vouchers could be available all residents who have been displaced.

A. Hartman indicated she would support helping up to 20 displacees. Furthermore, she would like to know if we authorized issuing another 150 the amount that would come from the various preference categories.

A motion was made by A. Hartman and seconded by A. Nicholson to authorize the use of reserve funds to issue a maximum of 20 vouchers to assist those who have been displaced, primarily those from the Allouez fire and, further, to provide a breakdown of the waiting list for next month. Motion carried.

R. Strong reiterated that the 20 vouchers will go to displaced victims who are Brown County residents and that the applicants in the other top preferences are probably long-term residents of Brown County, so this is addressing what we want to do.

M. Roberts stated that ICS will provide the Commissioners with the data showing the numbers of how many people are in the different preference categories. He can email this within a few days. He explained these numbers are run monthly, so at the July meeting he will provide what the numbers are at that time as well so they can see the comparison. He mentioned that there are over 100 applicants on the waiting list who fall into the elderly/disabled/veteran category, but he doesn't know the exact number. He clarified that to get to the goal of 3,150 vouchers, the majority if not all would be coming from that category.

5. Approval to renew agreement with Catholic Charities for reimbursement of pre- and post-homeownership counseling for Housing Choice Voucher Homebuyers

R. Hallet stated that previously NeighborWorks Green Bay was the only agency that provided homeownership counseling for the Housing Choice Voucher Homebuyers, but Catholic Charities wanted the opportunity as well. In 2010, BCHA offered this contract to Catholic Charities, which was renewed the subsequent years, and they are looking to renew the contract again for this year.

A. Nicholson asked who will pay, how much, and how many clients. R. Hallet responded that BCHA will pay Catholic Charities \$500 per client and that the previous two years there were no such clients.

A motion was made by A. Nicholson and seconded by A. Hartman to approve of renewing the contract agreement with Catholic Charities for reimbursement of pre- and post-homeownership counseling for Housing Choice Voucher Homebuyers.

A. Nicholson inquired how long the program has been around. R. Hallet replied that the Housing Choice Voucher Homeownership program has existed in Brown County since 2001. A. Nicholson asked for clarification if any were involved last year. Is this program warranted if there is no one participating in it? R. Hallet responded that Catholic Charities had no participants last year but would like the opportunity to participate when there are new clients in the future.

A. Hartman questioned if the homebuyers have been satisfied with the counseling that Catholic Charities provided, if it was any different than NeighborWorks' counseling. R. Hallet answered that BCHA requires certain criteria for the counseling, for which Catholic Charities submitted an outline showing that they meet the criteria of what is required. R. Strong added that both Catholic Charities and NeighborWorks were trained by the same entity.

A. Nicholson inquired if this is a duplication of services and if the program is warranted. R. Hallet responded that the program is based on the housing market, and currently it is difficult for low-income families to receive a loan so there aren't as many families going through the Homeownership Program.

A. Nicholson asked if they don't utilize the money, would it come back to the BCHA. R. Hallet replied that it is not paid until clients have received the counseling. Catholic Charities would bill us when they have a client.

R. Strong stated that this was only for the Homeownership Program through the Housing Choice Voucher Program. Clients will have to be certified and then be able to purchase a home.

All agreed to the motion. Motion carried.

6. Review and approval of revision to Chapter 11 (Reexaminations) of the Housing Choice Voucher Administrative Plan

P. Leifker stated that if a family reports zero income, the Public Housing Authority (PHA) will conduct an interim reexamination. ICS is proposing to change these reexaminations from every 3 months to every 6 months as long as the family continues to report zero income. He explained that if a client has zero income, ICS brings them in for an interview to discuss how they are paying their bills and if there have been any changes in income. This is a procedure to check for updates on the client's income status. As an agency, ICS has determined that as a cost savings measure, it would be more beneficial to do these reviews every 6 months instead of quarterly. There are less than 200 such clients, and they generally report very minimal changes to their income. Such changes may result in only a dollar or two difference in the HAP, but to achieve that there is considerably more invested in postage, staff time, etc. P. Leifker stated that HUD requires these individuals to be met with on an annual basis.

A. Nicholson inquired about the purpose of having these reexaminations for every 6 months instead of every 3. P. Leifker reiterated that this change is a cost-efficiency measure in that the changes to the rent are not substantial enough to warrant it.

T. Diedrick pointed out that if ICS suspects a change, they still have a right to follow-up.

A motion was made by A. Nicholson and seconded by A. Hartman to approve of the revision to Chapter 11 (Reexaminations) of the Housing Choice Voucher Administrative Plan. Motion carried.

R. Hallet pointed out that the agenda says "revisions", but this was an error as there is only one chapter to be revised.

INFORMATIONAL:

7. Review of BCHA investments

S. Schmutzer stated that the BCHA is enrolled in the CEDARS program. She explained that an entity can only be insured for up to \$250,000 FDRC insurance, so CEDARS is a program that goes out to multiple banks to invest the money so BCHA does not have to go to multiple banks itself to ensure it stays insured. It's all in one spot, and they invest it to cover for the insurance. Nicolet Bank, where we have the CEDARS account, has a set rate of 0.3% which is a rate that is based off of the money market rate. This program is all 100% insured through all the various banks that they use, and they believe that the 0.3% will hold steady for the foreseeable future. She also contacted Harris Bank to find what their rate is and found that it is at 0.15%. So, while the 0.3% seems low, it's in line with other rates.

8. Status of Housing Intern

R. Hallet stated that the current intern Mackenzie Reed has graduated from University of Wisconsin-Green Bay, and she has been successfully hired by ICS. She explained that this leaves the Housing Intern position vacant, but the GBHA has an intern who is currently taking on M. Reed's duties. University of Wisconsin-Green Bay has been contacted to recruit a new intern for the fall semester.

BILLS:

S. Schmutzer reported that there was an error on the last bill for the City of Green Bay. She explained that she voided the bill, it shows up twice, but it has only been paid once.

A motion was made by A. Hartman and seconded by A. Nicholson to approve the bills. Motion carried.

FINANCIAL REPORT:

S. Schmutzer stated that she is working on entering data into the Quickbooks software from when the accountant position was vacant, so she does not yet have a financial report because the numbers would be skewed until all the data is entered.

STAFF REPORT:

None

A motion was made by A. Nicholson and seconded by A. Hartman to adjourn. Motion carried.

Meeting was adjourned at 4:35 p.m.

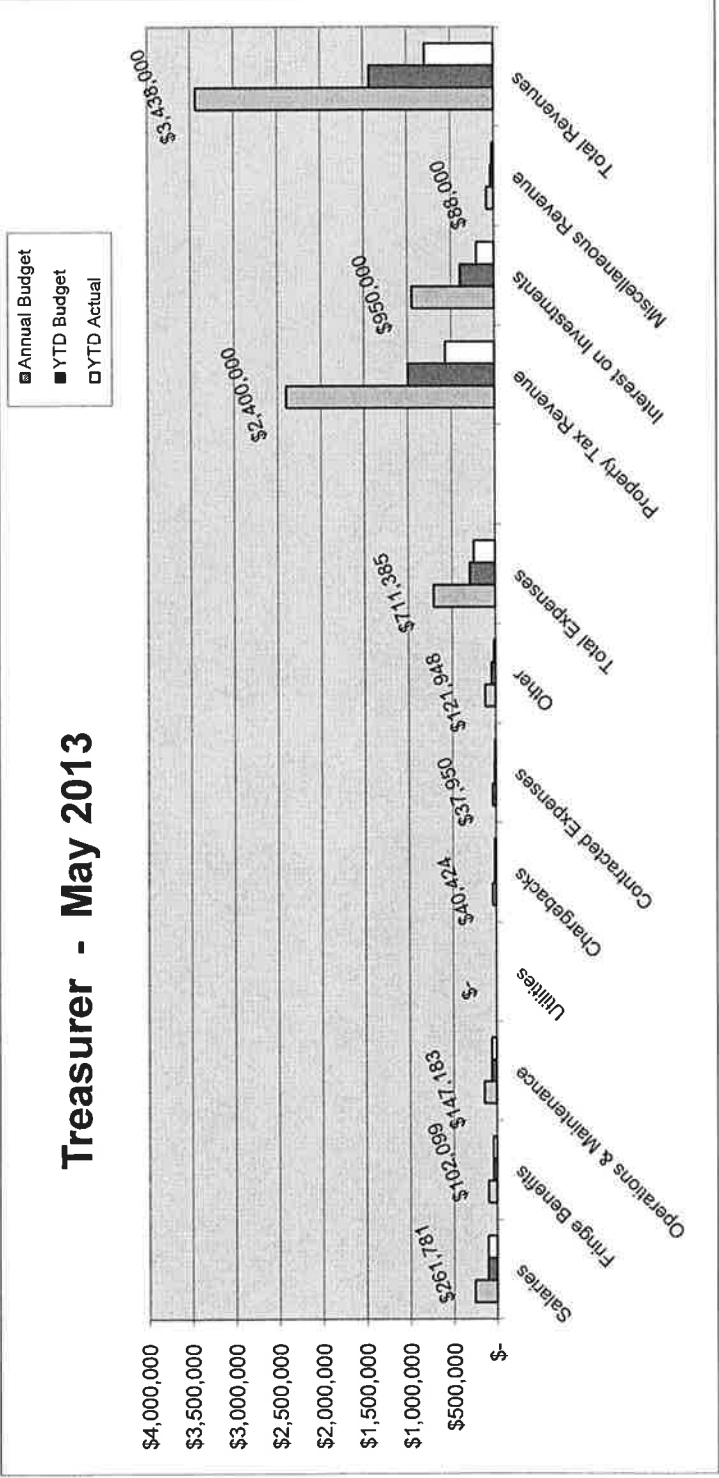
Kv:rah:ejns

	Annual Budget	YTD Budget	YTD Actual
Salaries	\$ 261,781	\$ 109,075	\$ 103,219
Fringe Benefits	\$ 102,099	\$ 42,541	\$ 40,710
Operations & Maintenance	\$ 147,183	\$ 61,326	\$ 54,892
Utilities	\$ -	\$ -	\$ -
Chargebacks	\$ 40,424	\$ 16,843	\$ 15,877
Contracted Expenses	\$ 37,950	\$ 15,813	\$ 13,742
Other	\$ 121,948	\$ 50,812	\$ 21,381
Total Expenses	\$ 711,385	\$ 296,410	\$ 249,823
Property Tax Revenue	\$ 2,400,000	\$ 1,000,000	\$ 567,723
Interest on Investments	\$ 950,000	\$ 395,833	\$ 204,885
Miscellaneous Revenue	\$ 88,000	\$ 36,667	\$ 23,055
Total Revenues	\$ 3,438,000	\$ 1,432,500	\$ 795,663
Net Levy Distribution	\$ 2,726,615	\$ 1,136,090	\$ 545,840

PLEASE NOTE:
Property tax revenue from interest and penalties is tracking at 56.8% of the year-to-date budget. Current year budget numbers were estimated based on 2012 actuals of approx. \$2.35 million. Since its peak in 2010, however, delinquent tax balances have been steadily on the decline in part due to banks foreclosing on homeowners and paying the taxes sooner. As a result, delinquent tax balances are back near 2007 levels under \$4 million when revenue from interest and penalties was \$1.68 million.

\$ (590,250) NEGATIVE BUDGET VAR

Treasurer - May 2013





2013 MAY BUDGET PERFORMANCE REPORT

Fiscal Year to Date 05/31/13
Include Rollup Account and Rollup to Account

Account Fund	100 - GF	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
REVENUE												
Department 080 - Treasurer												
Division 001 - General												
4100		General property taxes	(2,726,615.00)	.00	(2,726,615.00)	(227,217.92)	.00	(1,136,089.60)	(1,590,525.40)	42	(3,216,240.96)	
4108		Interest on taxes	1,750,000.00	.00	1,750,000.00	100,004.83	.00	405,106.21	1,344,893.79	23	1,657,779.64	
4109		Penalties on taxes	650,000.00	.00	650,000.00	39,704.65	.00	162,616.74	487,383.26	25	692,759.49	
4700		Intergovt charges	60,000.00	.00	60,000.00	3,592.00	.00	16,650.31	43,349.69	28	61,012.94	
4900		Miscellaneous	38,000.00	.00	38,000.00	3,426.61	.00	6,404.75	31,595.25	17	26,638.19	
4905		Interest	950,000.00	.00	950,000.00	23,830.64	.00	209,860.47	740,139.53	22	879,521.77	
4960		Gain or Loss on Sale - Tax Deeds	(10,000.00)	.00	(10,000.00)	.00	.00	.00	(10,000.00)	0	(26,242.68)	
Division 001 - General Totals			\$711,385.00	\$0.00	\$711,385.00	(\$56,659.19)	\$0.00	(\$335,451.12)	\$1,046,836.12	-47%	\$75,228.39	
Department 080 - Treasurer Totals			\$711,385.00	\$0.00	\$711,385.00	(\$56,659.19)	\$0.00	(\$335,451.12)	\$1,046,836.12	-47%	\$75,228.39	
REVENUE TOTALS			\$711,385.00	\$0.00	\$711,385.00	(\$56,659.19)	\$0.00	(\$335,451.12)	\$1,046,836.12	-47%	\$75,228.39	
EXPENSE												
Department 080 - Treasurer												
Division 001 - General												
5100		Regular earnings	259,081.00	.00	259,081.00	15,450.12	.00	95,508.49	163,572.51	37	235,606.36	
Paid leave earnings												
5102		Paid leave earnings	.00	.00	.00	2,988.18	.00	5,657.73	(5,657.73)	+++	20,303.70	
5102.100		Paid leave earnings Personal	.00	.00	.00	410.13	.00	1,240.79	(1,240.79)	+++	.00	
5102.200		Paid leave earnings Casual	.00	.00	.00	.00	.00	.00	.00	+++	3,074.57	
5102.300		Paid leave earnings Holiday	.00	.00	.00	.00	.00	670.41	(670.41)	+++	2,011.23	
5102.500		Paid leave earnings Other (funeral, jury duty, etc)	.00	.00	.00	.00	.00	141.97	(141.97)	+++	.00	
5102.600		Paid leave earnings	\$0.00	\$0.00	\$0.00	\$3,398.31	\$0.00	\$7,710.90	(\$7,710.90)	+++	\$25,389.50	
Division 001 - General Totals			\$259,081.00	\$0.00	\$259,081.00	15,450.12	\$0.00	95,508.49	163,572.51	37	235,606.36	
Department 080 - Treasurer Totals			\$259,081.00	\$0.00	\$259,081.00	15,450.12	\$0.00	95,508.49	163,572.51	37	235,606.36	
EXPENSE TOTALS			\$259,081.00	\$0.00	\$259,081.00	15,450.12	\$0.00	95,508.49	163,572.51	37	235,606.36	
5103 - Premium												
5103		Premium	2,700.00	.00	2,700.00	.00	.00	.00	2,700.00	0	1,572.24	
5103.000		Premium Overtime	\$2,700.00	\$0.00	\$2,700.00	\$0.00	\$0.00	\$0.00	\$2,700.00	0%	\$1,572.24	
Division 001 - General Totals			\$2,700.00	\$0.00	\$2,700.00	\$0.00	\$0.00	\$0.00	\$2,700.00	0%	\$1,572.24	
5110 - Fringe benefits												
5110		Fringe benefits	19,240.00	.00	19,240.00	1,367.93	.00	7,396.26	11,843.74	38	18,653.49	
5110.100		Fringe benefits FICA	982.00	.00	982.00	81.83	.00	409.15	572.85	42	1,364.00	
5110.110		Fringe benefits Unemployment compensation	56,212.00	.00	56,212.00	2,342.15	.00	21,844.82	34,367.18	39	58,982.66	
5110.200		Fringe benefits Health Insurance	5,230.00	.00	5,230.00	217.91	.00	2,033.35	3,196.65	39	5,266.66	
5110.210		Fringe benefits Dental Insurance	519.00	.00	519.00	.00	.00	387.65	131.35	75	858.62	
5110.220		Fringe benefits Life Insurance	933.00	.00	933.00	77.05	.00	385.25	547.75	41	.00	
5110.230		Fringe benefits LT disability insurance	3,484.00	.00	3,484.00	290.33	.00	1,451.65	2,032.35	42	3,398.67	
5110.235		Fringe benefits Disability insurance	54.00	.00	54.00	4.50	.00	22.50	31.50	42	45.00	
5110.240		Fringe benefits Workers compensation insurance	15,445.00	.00	15,445.00	1,271.99	.00	6,597.50	8,847.50	43	15,698.96	
5110.300		Fringe benefits Retirement	.00	.00	.00	.00	.00	182.27	(182.27)	+++	4,843.50	
5110.310		Fringe benefits Retirement credit	\$102,099.00	\$0.00	\$102,099.00	\$5,653.69	\$0.00	\$40,710.40	\$61,388.60	40%	\$109,111.56	
Division 001 - General Totals			\$102,099.00	\$0.00	\$102,099.00	\$5,653.69	\$0.00	\$40,710.40	\$61,388.60	40%	\$109,111.56	
Department 080 - Treasurer Totals			\$102,099.00	\$0.00	\$102,099.00	\$5,653.69	\$0.00	\$40,710.40	\$61,388.60	40%	\$109,111.56	
EXPENSE TOTALS			\$102,099.00	\$0.00	\$102,099.00	\$5,653.69	\$0.00	\$40,710.40	\$61,388.60	40%	\$109,111.56	



2013 MAY BUDGET PERFORMANCE REPORT

Fiscal Year to Date 05/31/13
Include Rollup Account and Rollup to Account

Account Fund	100 - GF	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
EXPENSE												
Department 080 - Treasurer												
Division 001 - General												
5300		Supplies										
5300		Supplies	3,700.00	.00	3,700.00	.00	.00	822.59	2,877.41	22	3,600.96	
5300.001		Supplies Office	7,493.00	.00	7,493.00	196.20	.00	2,384.96	5,108.04	32	5,177.36	
5300.004		Supplies Postage	52,000.00	.00	52,000.00	879.20	.00	17,111.46	34,888.54	33	43,339.30	
		5300 - Supplies Totals	\$63,193.00	\$0.00	\$63,193.00	\$1,075.40	\$0.00	\$20,319.01	\$42,873.99	32%	\$52,117.62	
5304		Printing										
5304		Printing	315.00	.00	315.00	.00	.00	.00	315.00	0	.00	
5304.100		Printing Forms	14,850.00	.00	14,850.00	.00	1,175.90	3,458.60	10,215.50	31	12,199.51	
		5304 - Printing Totals	\$15,165.00	\$0.00	\$15,165.00	\$0.00	\$1,175.90	\$3,458.60	\$10,530.50	31%	\$12,199.51	
5305		Dues and memberships	150.00	.00	150.00	.00	.00	100.00	50.00	67	100.00	
5306		Maintenance agreement										
5306.100		Maintenance agreement Software	4,240.00	.00	4,240.00	178.75	.00	893.75	3,346.25	21	373.75	
		5306 - Maintenance agreement Totals	\$4,240.00	\$0.00	\$4,240.00	\$178.75	\$0.00	\$893.75	\$3,346.25	21%	\$373.75	
5307		Repairs and maintenance										
5307.100		Repairs and maintenance Equipment	3,027.00	.00	3,027.00	.00	.00	290.20	2,736.80	10	1,666.88	
		5307 - Repairs and maintenance Totals	\$3,027.00	\$0.00	\$3,027.00	\$0.00	\$0.00	\$290.20	\$2,736.80	10%	\$1,666.88	
5310		Advertising and public notice	16,750.00	.00	16,750.00	.00	.00	7,530.95	9,219.05	45	2,576.01	
5330		Books, periodicals, subscription	153.00	.00	153.00	.00	.00	.00	153.00	0	.00	
5340		Travel and training	1,505.00	.00	1,505.00	10.00	.00	548.60	956.40	36	959.12	
5390		Miscellaneous	3,000.00	.00	3,000.00	120.00	.00	220.00	2,780.00	7	1,322.15	
5392		Service fees	40,000.00	.00	40,000.00	3,813.45	.00	21,531.38	18,468.62	54	50,343.69	
5410		Insurance										
5410.400		Insurance Bond	865.00	.00	865.00	.00	.00	721.00	144.00	83	.00	
		5410 - Insurance Totals	\$865.00	\$0.00	\$865.00	\$0.00	\$0.00	\$721.00	\$144.00	83%	\$0.00	
5601		Intra-county expense										
5601.100		Intra-county expense Information services	34,326.00	.00	34,326.00	2,462.37	.00	13,013.16	21,312.84	38	27,778.94	
5601.200		Intra-county expense Insurance	2,375.00	.00	2,375.00	197.92	.00	989.60	1,385.40	42	1,144.00	
5601.300		Intra-county expense Other departmental	.00	.00	.00	120.00	.00	150.00	(150.00)	+++	.00	
5601.350		Intra-county expense Highway	2,000.00	.00	2,000.00	429.62	.00	1,580.28	419.72	79	1,283.66	
5601.400		Intra-county expense Copy center	1,600.00	.00	1,600.00	31.00	.00	93.00	1,507.00	6	1,106.22	
5601.450		Intra-county expense Departmental copiers	123.00	.00	123.00	10.25	.00	51.25	71.75	42	225.00	
		5601 - Intra-county expense Totals	\$40,424.00	\$0.00	\$40,424.00	\$3,251.16	\$0.00	\$15,877.29	\$24,546.71	39%	\$31,537.82	
5700		Contracted services	37,950.00	.00	37,950.00	2,757.71	.00	13,741.95	24,208.05	36	39,719.32	
5810		Tax deed	42,250.00	.00	42,250.00	39.30	.00	2,125.86	40,124.14	5	36,556.64	
5815		Tax refund										
5815.100		Tax refund Personal property	35,000.00	.00	35,000.00	(657.83)	.00	13,337.10	21,662.90	38	39,761.22	
5815.110		Tax refund Real estate property	15,000.00	.00	15,000.00	.00	.00	5,197.34	9,802.66	35	10,824.80	



2013 MAY BUDGET PERFORMANCE REPORT

Fiscal Year to Date 05/31/13
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/Ret'd	Prior Year Total
Fund 100 - GF										
EXPENSE										
Department 080 - Treasurer										
Division 001 - General										
5887	Payment in lieu of taxes	\$50,000.00	\$0.00	\$50,000.00	(\$657.83)	\$0.00	\$18,534.44	\$31,465.56	37%	\$50,586.02
6110	Outlay	12,785.00	.00	12,785.00	.00	.00	.00	12,785.00	0	12,412.00
6110.020	Outlay Equipment (\$5,000+)	16,048.00	.00	16,048.00	.00	.00	.00	16,048.00	0	.00
5815 - Tax refund Totals		\$16,048.00	\$0.00	\$16,048.00	\$0.00	\$0.00	\$0.00	\$16,048.00	0%	\$0.00
6110 - Outlay Totals		\$711,385.00	\$0.00	\$711,385.00	\$35,090.06	\$1,175.90	\$249,822.82	\$460,386.28	35%	\$664,150.19
001 - General Totals		\$711,385.00	\$0.00	\$711,385.00	\$35,090.06	\$1,175.90	\$249,822.82	\$460,386.28	35%	\$664,150.19
080 - Treasurer Totals		\$711,385.00	\$0.00	\$711,385.00	\$35,090.06	\$1,175.90	\$249,822.82	\$460,386.28	35%	\$664,150.19
EXPENSE TOTALS		\$711,385.00	\$0.00	\$711,385.00	\$35,090.06	\$1,175.90	\$249,822.82	\$460,386.28	35%	\$664,150.19
Fund 100 - GF Totals										
REVENUE TOTALS		711,385.00	.00	711,385.00	(56,659.19)	.00	(335,451.12)	1,046,836.12	-47	75,228.39
EXPENSE TOTALS		711,385.00	.00	711,385.00	35,090.06	1,175.90	249,822.82	460,386.28	35	664,150.19
Fund 100 - GF Totals		\$0.00	\$0.00	\$0.00	(\$91,749.25)	(\$1,175.90)	(\$585,273.94)	\$586,449.84		(\$588,921.80)
Grand Totals										
REVENUE TOTALS		711,385.00	.00	711,385.00	(56,659.19)	.00	(335,451.12)	1,046,836.12	-47	75,228.39
EXPENSE TOTALS		711,385.00	.00	711,385.00	35,090.06	1,175.90	249,822.82	460,386.28	35	664,150.19
Grand Totals		\$0.00	\$0.00	\$0.00	(\$91,749.25)	(\$1,175.90)	(\$585,273.94)	\$586,449.84		(\$588,921.80)

BROWN COUNTY TREASURER'S FINANCIAL REPORT FOR THE MONTH OF APRIL 2013

The following is a statement of the Treasurer's Cash on Hand and in the General Account as of April 30, 2013:


Associated Bank and Chase Bank	\$6,006,632.82
Bank Mutual, Denmark State Bank, & Pioneer Credit Union	\$0.00
Wisconsin Development Fund	\$0.00
Overnight Investments	\$0.00
Deposits in Transit	\$845,834.37
Emergency Fund	(\$17,023.26)
NSF Checks Redeposited	(\$28,426.97)
Clerk Passport Account	\$500.00
Workers Comp Acct	(\$12,314.53)
UMR Sweep Account	(\$449,088.46)
Bank Error(s)	\$0.00
Total	\$6,346,113.97
Less Outstanding Checks	(\$2,089,465.47)
Other Reconcilable Items	\$0.00
Balance Per County	\$4,256,648.50

The following is a statement of the Treasurer's Working Capital Reserves placed in time deposits within designated Brown County public depositories for investment purposes as of April 30, 2013:

	2012	2013
Year-to-Date Interest Received	\$306,650.42	\$125,453.80
Interest Received-Current Month	\$126,545.97	\$148,521.80
Year-to-Date Interest Unrestricted Funds	\$433,196.39	\$273,975.60
Working Capital Reserves Invested	\$135,137,855.12	\$136,279,458.15
Restricted Investments	\$18,240,455.75	\$10,276,969.73
Total Funds Invested	\$153,378,310.87	\$146,556,427.88
Certificates of Deposits	\$6,100,000.00	\$7,959,641.96
Treas-Gov't Agencies	\$46,611,899.09	\$52,268,807.06
Commercial Paper	\$0.00	\$0.00
Money Mkt-Pool	\$100,666,411.78	\$83,254,340.77
Total	\$153,378,310.87	\$143,482,789.79

Rate of Return: 0.590% 0.757%

I, Kerry M. Blaney, Brown County Treasurer, do hereby certify that the balances appearing in the "Cash on Hand and in the General Account" and "Working Capital Reserves" statements above were examined and are correct as of April 30, 2013.


Kerry M. Blaney, County Treasurer

Approved by:

County Executive Date

Submitted by Administration Committee:

Final draft approved by Corporation Counsel

BROWN COUNTY TREASURER'S FINANCIAL REPORT FOR THE MONTH OF MAY 31, 2013

The following is a statement of the Treasurer's Cash on Hand and in the General Account as of May 31, 2013:

Associated Bank and Chase Bank	\$5,930,781.81
Bank Mutual, Denmark State Bank, & Pioneer Credit Union	\$0.00
Wisconsin Development Fund	\$0.00
Overnight Investments	\$0.00
Deposits in Transit	\$138,088.52
Emergency Fund	(\$17,156.19)
NSF Checks Redeposited	(\$28,307.97)
Clerk Passport Account	\$500.00
Workers Comp Acct	(\$65,429.44)
UMR Sweep Account	(\$437,792.72)
Bank Error(s)	\$0.00
Total	\$5,520,684.01
Less Outstanding Checks	(\$1,607,623.58)
Other Reconcilable Items	\$0.00
Balance Per County	\$3,913,060.43

The following is a statement of the Treasurer's Working Capital Reserves placed in time deposits within designated Brown County public depositories for investment purposes as of May 31, 2013:

	2012	2013
Year-to-Date Interest Received	\$433,196.39	\$273,975.60
Interest Received-Current Month	\$33,069.34	\$23,965.27
Year-to-Date Interest Unrestricted Funds	\$466,265.73	\$297,940.87
Working Capital Reserves Invested	\$130,600,577.76	\$135,393,845.28
Restricted Investments	\$14,854,886.25	\$8,643,649.04
Total Funds Invested	\$145,455,464.01	\$144,037,494.32
Certificates of Deposits	\$6,095,735.00	\$7,959,641.96
Treas-Gov't Agencies	\$48,026,729.01	\$51,032,257.24
Commercial Paper	\$9,992,361.94	\$0.00
Money Mkt-Pool	\$81,340,638.06	\$85,045,595.12
Total	\$145,455,464.01	\$144,037,494.32

Rate of Return: 0.522% 0.546%

I, Kerry M. Blaney, Brown County Treasurer, do hereby certify that the balances appearing in the "Cash on Hand and in the General Account" and "Working Capital Reserves" statements above were examined and are correct as of May 31, 2013.


Kerry M. Blaney, County Treasurer

Approved by:

County Executive Date

Submitted by Administration Committee:

Final draft approved by Corporation Counsel

HIGHLIGHTS - January-May Percent of Fiscal Year (42%)

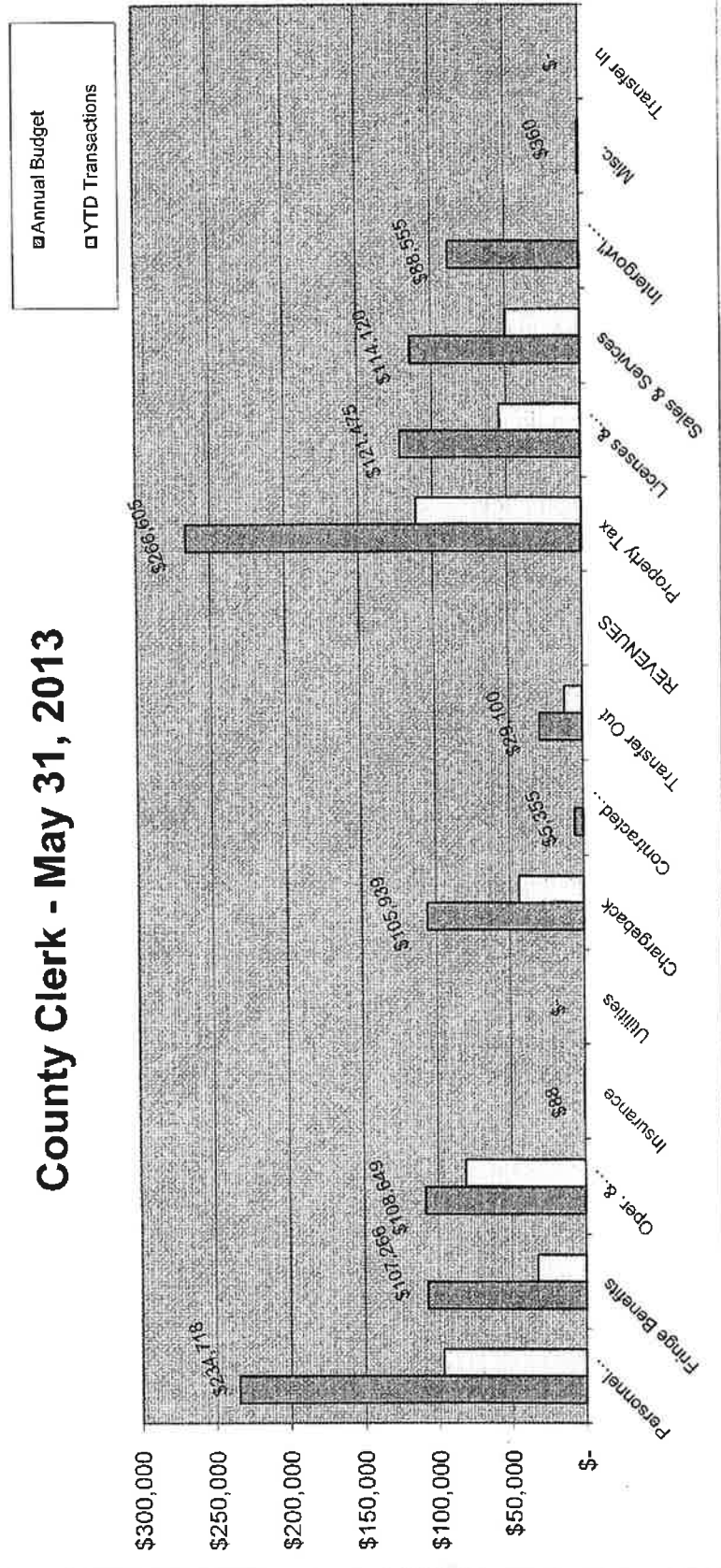
Brown County Clerk Budget Status Report

May 31, 2013	Annual Budget	YTD Transactions	YTD %
EXPENDITURES			
Personnel Services	\$ 234,718	\$ 97,164	41%
Fringe Benefits	\$ 107,266	\$ 32,656	30%
Oper & Maintenance	\$ 108,649	\$ 81,098	75%
Insurance	\$ 88	\$ 81	92%
Utilities	\$ -	\$ -	0%
Chargeback	\$ 105,939	\$ 43,519	41%
Contracted Services	\$ 5,355	\$ -	0%
Transfer Out	\$ 29,100	\$ 12,125	42%
REVENUES			
Property Tax	\$ 266,605	\$ 111,085	42%
Licenses & Permits	\$ 121,475	\$ 54,510	45%
Sales & Services	\$ 114,120	\$ 50,022	44%
Intergovtl. Charge for Serv.	\$ 88,555	\$ -	0%
Misc.	\$ 360	\$ 450	125%
Transfer In	\$ -	\$ -	0%

Expenditures: All categories of Expenditures in range of the 2013 Budget except Operations and Maintenance. The spike is due to election ballot shells ordered for Spring elections.

Revenues: Revenues are consistent with the 2013 Budget. Sales and Services is high due to a steady volume of Passport Services. Intergovernmental Charges won't be processed until May 2013.

County Clerk - May 31, 2013





County Clerk

Date Range 01/01/13 - 05/31/13
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 100 - GF										
REVENUE										
Department 019 - County Clerk										
Property taxes										
4100	General property taxes	266,605.00	.00	266,605.00	22,217.08	.00	111,085.40	155,519.60	42%	.00
	<i>Property taxes Totals</i>	<i>\$266,605.00</i>	<i>\$0.00</i>	<i>\$266,605.00</i>	<i>\$22,217.08</i>	<i>\$0.00</i>	<i>\$111,085.40</i>	<i>\$155,519.60</i>	<i>42%</i>	<i>\$0.00</i>
Licenses & permits										
4400.194	Permits Work permit	2,875.00	.00	2,875.00	282.50	.00	912.50	1,962.50	32	.00
4400.195	Permits Alarm permits	19,530.00	.00	19,530.00	106.00	.00	18,752.00	778.00	96	.00
4401.192	Licenses Marriage License	94,575.00	.00	94,575.00	12,580.00	.00	34,845.00	59,730.00	37	.00
4401.194	Licenses Dog	4,495.00	.00	4,495.00	.00	.00	.00	4,495.00	0	.00
	<i>Licenses & permits Totals</i>	<i>\$121,475.00</i>	<i>\$0.00</i>	<i>\$121,475.00</i>	<i>\$12,968.50</i>	<i>\$0.00</i>	<i>\$54,509.50</i>	<i>\$66,965.50</i>	<i>45%</i>	<i>\$0.00</i>
Charges for sales and services										
4600.190	Charges and fees Passport	112,880.00	.00	112,880.00	5,969.87	.00	49,818.34	63,061.66	44	.00
4601.012	Sales Copy machine use	320.00	.00	320.00	.00	.00	191.50	128.50	60	.00
4601.196	Sales Directory	800.00	.00	800.00	.00	.00	12.32	787.68	2	.00
4609	Miscellaneous public charges	120.00	.00	120.00	.00	.00	.00	120.00	0	.00
	<i>Charges for sales and services Totals</i>	<i>\$114,120.00</i>	<i>\$0.00</i>	<i>\$114,120.00</i>	<i>\$5,969.87</i>	<i>\$0.00</i>	<i>\$50,022.16</i>	<i>\$64,097.84</i>	<i>44%</i>	<i>\$0.00</i>
Intergovernmental charges for services										
4700	Intergovt charges	88,555.00	.00	88,555.00	.00	.00	.00	88,555.00	0	.00
	<i>Intergovernmental charges for services Totals</i>	<i>\$88,555.00</i>	<i>\$0.00</i>	<i>\$88,555.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$88,555.00</i>	<i>0%</i>	<i>\$0.00</i>
Miscellaneous revenue										
4900	Miscellaneous	360.00	.00	360.00	360.00	.00	450.00	(90.00)	125	.00
	<i>Miscellaneous revenue Totals</i>	<i>\$360.00</i>	<i>\$0.00</i>	<i>\$360.00</i>	<i>\$360.00</i>	<i>\$0.00</i>	<i>\$450.00</i>	<i>(\$90.00)</i>	<i>125%</i>	<i>\$0.00</i>
	Department 019 - County Clerk Totals	\$591,115.00	\$0.00	\$591,115.00	\$41,515.45	\$0.00	\$216,067.06	\$375,047.94	37%	\$0.00
	REVENUE TOTALS	\$591,115.00	\$0.00	\$591,115.00	\$41,515.45	\$0.00	\$216,067.06	\$375,047.94	37%	\$0.00
EXPENSE										
Department 019 - County Clerk										
Personnel services										
5100	Regular earnings	233,710.00	5,000.00	238,710.00	17,640.40	.00	89,114.97	149,595.03	37	.00
5102.100	Paid leave earnings Paid Leave	.00	.00	.00	.00	.00	4,315.88	(4,315.88)	+++	.00
5102.200	Paid leave earnings Personal	.00	.00	.00	347.01	.00	1,451.51	(1,451.51)	+++	.00
5102.300	Paid leave earnings Casual	.00	.00	.00	.00	.00	970.88	(970.88)	+++	.00
5102.500	Paid leave earnings Holiday	.00	.00	.00	.00	.00	614.37	(614.37)	+++	.00
5103.000	Premium Overtime	1,008.00	.00	1,008.00	.00	.00	696.24	311.76	69	.00
	<i>Personnel services Totals</i>	<i>\$234,718.00</i>	<i>\$5,000.00</i>	<i>\$239,718.00</i>	<i>\$17,987.41</i>	<i>\$0.00</i>	<i>\$97,163.85</i>	<i>\$142,554.15</i>	<i>41%</i>	<i>\$0.00</i>
Fringe benefits and taxes										
5110.100	Fringe benefits FICA	17,252.00	.00	17,252.00	1,348.48	.00	7,160.25	10,091.75	42	.00
5110.110	Fringe benefits Unemployment compensation	876.00	.00	876.00	73.00	.00	365.00	511.00	42	.00
5110.200	Fringe benefits Health insurance	65,564.00	.00	65,564.00	1,717.84	.00	15,818.94	49,745.06	24	.00
5110.210	Fringe benefits Dental Insurance	5,230.00	.00	5,230.00	135.64	.00	1,250.09	3,979.91	24	.00



County Clerk

Date Range 01/01/13 - 05/31/13
Exclude Rollup Account

Account	Account Description	Fund	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 100 - GF											
EXPENSE											
Department 019 - County Clerk											
Fringe benefits and taxes											
5110.220	Fringe benefits Life Insurance		465.00	.00	465.00	.00	.00	200.80	264.20	43	.00
5110.230	Fringe benefits LT disability insurance		841.00	.00	841.00	38.67	.00	192.71	648.29	23	.00
5110.235	Fringe benefits Disability insurance		3,136.00	.00	3,136.00	261.33	.00	1,306.65	1,829.35	42	.00
5110.240	Fringe benefits Workers compensation insurance		54.00	.00	54.00	4.50	.00	22.50	31.50	42	.00
5110.300	Fringe benefits Retirement		13,848.00	.00	13,848.00	1,214.75	.00	6,339.29	7,508.71	46	.00
	<i>Fringe benefits and taxes Totals</i>		\$107,266.00	\$0.00	\$107,266.00	\$4,794.21	\$0.00	\$32,656.23	\$74,609.77	30%	\$0.00
Operations and maintenance											
5300	Supplies		.00	.00	.00	.00	.00	55.79	(55.79)	+++	.00
5300.001	Supplies Office		5,200.00	.00	5,200.00	293.66	.00	2,876.26	2,323.74	55	.00
5300.004	Supplies Postage		8,500.00	.00	8,500.00	49.06	.00	3,062.46	5,437.54	36	.00
5304	Printing		4,100.00	.00	4,100.00	.00	.00	471.75	3,628.25	12	.00
5304.100	Printing Forms		27,000.00	(12,380.00)	14,620.00	.00	.00	13,291.13	1,328.87	91	.00
5305	Dues and memberships		130.00	.00	130.00	.00	.00	95.00	35.00	73	.00
5306.100	Maintenance agreement Software		5,900.00	7,380.00	13,280.00	1,106.64	.00	5,533.18	7,746.82	42	.00
5307.100	Repairs and maintenance Equipment		1,120.00	.00	1,120.00	.00	.00	.00	1,120.00	0	.00
5310	Advertising and public notice		53,200.00	.00	53,200.00	23,760.09	.00	54,306.39	(1,106.39)	102	.00
5330	Books, periodicals, subscription		1,109.00	.00	1,109.00	.00	.00	22.00	1,087.00	2	.00
5340	Travel and training		2,390.00	.00	2,390.00	254.81	.00	1,383.76	1,006.24	58	.00
	<i>Operations and maintenance Totals</i>		\$108,649.00	(\$5,000.00)	\$103,649.00	\$25,464.26	\$0.00	\$81,097.72	\$22,551.28	78%	\$0.00
Insurance costs											
5410.400	Insurance Bond		88.00	.00	88.00	.00	.00	81.25	6.75	92	.00
	<i>Insurance costs Totals</i>		\$88.00	\$0.00	\$88.00	\$0.00	\$0.00	\$81.25	\$6.75	92%	\$0.00
Chargebacks											
5600	Indirect cost		57,102.00	.00	57,102.00	4,758.50	.00	23,792.50	33,309.50	42	.00
5601.100	Intra-county expense Information services		36,149.00	.00	36,149.00	2,595.51	.00	13,740.23	22,408.77	38	.00
5601.200	Intra-county expense Insurance		1,357.00	.00	1,357.00	113.08	.00	565.40	791.60	42	.00
5601.400	Intra-county expense Copy center		10,600.00	.00	10,600.00	.00	.00	5,116.41	5,483.59	48	.00
5601.450	Intra-county expense Departmental copiers		731.00	.00	731.00	60.92	.00	304.60	426.40	42	.00
	<i>Chargebacks Totals</i>		\$105,939.00	\$0.00	\$105,939.00	\$7,528.01	\$0.00	\$43,519.14	\$62,419.86	41%	\$0.00
Contracted services											
5370	Support Services		5,355.00	.00	5,355.00	.00	.00	.00	5,355.00	0	.00
	<i>Contracted services Totals</i>		\$5,355.00	\$0.00	\$5,355.00	\$0.00	\$0.00	\$0.00	\$5,355.00	0%	\$0.00
Transfer out											
9003	Transfer out		29,100.00	.00	29,100.00	2,425.00	.00	12,125.00	16,975.00	42	.00
	<i>Transfer out Totals</i>		\$29,100.00	\$0.00	\$29,100.00	\$2,425.00	\$0.00	\$12,125.00	\$16,975.00	42%	\$0.00
	<i>Department 019 - County Clerk Totals</i>		\$591,115.00	\$0.00	\$591,115.00	\$58,198.89	\$0.00	\$266,643.19	\$324,471.81	45%	\$0.00
	EXPENSE TOTALS		\$591,115.00	\$0.00	\$591,115.00	\$58,198.89	\$0.00	\$266,643.19	\$324,471.81	45%	\$0.00



County Clerk

Date Range 01/01/13 - 05/31/13
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 802 - Dog License										
REVENUE										
<i>Licenses & permits</i>										
4401	Licenses	37,500.00	.00	37,500.00	.00	.00	.00	37,500.00	0	.00
REVENUE TOTALS		\$37,500.00	\$0.00	\$37,500.00	\$0.00	\$0.00	\$0.00	\$37,500.00	0%	\$0.00
EXPENSE		\$37,500.00	\$0.00	\$37,500.00	\$0.00	\$0.00	\$0.00	\$37,500.00	0%	\$0.00
<i>Operations and maintenance</i>										
5300	Supplies	600.00	.00	600.00	.00	.00	183.43	416.57	31	.00
5300.004	Supplies Postage	100.00	.00	100.00	9.47	.00	9.86	90.14	10	.00
5310	Advertising and public notice	2,725.00	.00	2,725.00	122.07	.00	3,325.14	(600.14)	122	.00
EXPENSE TOTALS		\$3,425.00	\$0.00	\$3,425.00	\$131.54	\$0.00	\$3,518.43	(\$93.43)	103%	\$0.00
<i>Other</i>										
5885	Payments to districts	34,075.00	.00	34,075.00	.00	.00	.00	34,075.00	0	.00
Other Totals		\$34,075.00	\$0.00	\$34,075.00	\$0.00	\$0.00	\$0.00	\$34,075.00	0%	\$0.00
EXPENSE TOTALS		\$37,500.00	\$0.00	\$37,500.00	\$131.54	\$0.00	\$3,518.43	\$33,981.57	9%	\$0.00
Fund 802 - Dog License Totals										
REVENUE TOTALS		37,500.00	.00	37,500.00	.00	.00	.00	37,500.00	0	.00
EXPENSE TOTALS		37,500.00	.00	37,500.00	131.54	.00	3,518.43	33,981.57	9	.00
Fund 802 - Dog License Totals		\$0.00	\$0.00	\$0.00	(\$131.54)	\$0.00	(\$3,518.43)	\$3,518.43		\$0.00
Grand Totals										
REVENUE TOTALS		628,615.00	.00	628,615.00	41,515.45	.00	216,067.06	412,547.94	34	.00
EXPENSE TOTALS		628,615.00	.00	628,615.00	58,330.43	.00	270,161.62	358,453.38	43	.00
Grand Totals		\$0.00	\$0.00	\$0.00	(\$16,814.98)	\$0.00	(\$54,094.56)	\$54,094.56		\$0.00

August 21, 2013

**RESOLUTION SUPPORTING THE 2014-2015 MEMO OF UNDERSTANDING
BETWEEN BROWN COUNTY AND THE TOWN OF EATON FOR THE
STATEWIDE VOTER REGISTRATION SYSTEM (SVRS)**

RESOLUTION

WHEREAS, Congress passed the Help America Vote Act of 2002 (HAVA) to create a more uniform voter registration and voting system in the United States; and

WHEREAS, the Wisconsin Government Accountability Board (GAB) is charged with implementing a Statewide Voter Registration System (SVRS) that complies with HAVA; and

WHEREAS, the Town of Eaton, a local unit of government, understands its obligations and commitments as mandated by HAVA and state statutes to implement and administer local voter registration; and

WHEREAS, the local unit of government is required to maintain the local voter registration information within the centralized SVRS and the Town of Eaton established an initial relier agreement with the Brown County Clerk's Office to accept this responsibility for elections held since 2006; and

WHEREAS, the local unit of government has opted to renew its SVRS provider agreement with the Brown County Clerk's Office for elections held in 2014 and 2015; and

WHEREAS, the cost of administering a voter registration system is dependent upon the requirements of the system acquired by the State of Wisconsin, of which the costs estimated by the Brown County Clerk to the local unit of government is based on the municipality's latest estimated census at a rate of \$.30 per person for each election.

THEREFORE, the Town of Eaton directs their Chair to enter into a Memorandum of Understanding with Brown County to provide support staff for efficient and cost effective services that comply with HAVA and, where appropriate, incorporate the sharing of technology and resources.

FURTHER RESOLVE that a copy of this resolution be sent to the Government Accountability Board in recognition of the Town of Eaton fulfilling its HAVA requirements.

Fiscal Impact: None

2014-2015 Agreement	2014 – Four Elections	2015 – Two Elections
Revenue- Chargeback	\$1,826.40	\$913.20
Expense-Clerk Typist I (LTE)	(\$1,826.40)	(\$913.20)

This resolution does not require an appropriation from the general fund.

Respectfully Submitted,

ADMINISTRATION COMMITTEE

EXECUTIVE COMMITTEE

APPROVED BY:

Troy Streckenbach, Brown County Executive

DATED: _____

Final Draft Approved by Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISORS NAME	DIST. #	AYES	NAYS	ABSTAIN
SIEBER	1			
DE WANE	2			
NICHOLSON	3			
HOYER	4			
HOPP	5			
HAEFS	6			
ERICKSON	7			
ZIMA	8			
EVANS	9			
VANDER LEESE	10			
BUCKLEY	11			
LANDWEHR	12			
DANTINNE	13			

SUPERVISORS NAME	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
WILLIAMS	15			
KASTER	16			
VAN DYKE	17			
JAMIR	18			
ROBINSON	19			
CLANCY	20			
CAMPBELL	21			
MOYNIHAN, JR.	22			
STEFFEN	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

THE MEMO OF UNDERSTANDING BETWEEN BROWN COUNTY AND THE TOWN OF EATON FOR THE STATEWIDE VOTER REGISTRATION SYSTEM

This Memorandum of Understanding is hereby entered into by and between Brown County and the Town of Eaton.

NOW, THEREFORE, in consideration of the terms and conditions contained herein, the parties hereto agree as follows:

1. The Town of Eaton understands that the State intends to maintain the official centralized database of voter registration information.
2. The Town of Eaton understands their responsibilities and requirements for complying with HAVA and state statutes and accepts the responsibility to implement voter registration policies and procedures and maintain each voter's current registration documentation.
3. The Town of Eaton understands the technology, technology maintenance, staffing, and training costs that are required of Brown County to accept the responsibility of updating the SVRS. The estimated cost per election is provided and agreed upon by both parties.
4. Based on the above, the Town of Eaton herein declares its intention to utilize staff, technology, and resources of Brown County and share in the responsibilities and costs associated with the administration of SVRS and this sharing agreement.
5. This agreement is valid from January 1, 2014 through December 31, 2015. In addition, this agreement will be extended in 90 day increments unless officially terminated. This agreement can only be officially terminated if the following guidelines have been met:
 - a. Both parties to the agreement have notified the Government Accountability Board 90 days prior to the agreement being terminated.
 - b. The Town of Eaton or new provider (municipality or county) assuming responsibility for updating the SVRS, has purchased the appropriate equipment and validated with the Government Accountability Board that they are capable of taking on the technology and resource responsibilities of the SVRS.
 - c. The Town of Eaton or new provider (municipality or county) has validated with the Government Accountability Board that their clerks and appointed associates have been properly trained in the use and functions of the SVRS.

Irvin Saharsky, Town of Eaton Chairman

Date

Sandra L. Juno, Brown County Clerk

Date

August 21, 2013

**RESOLUTION SUPPORTING THE 2014-2015 MEMO OF UNDERSTANDING
BETWEEN BROWN COUNTY AND THE TOWN OF GLENMORE FOR THE
STATEWIDE VOTER REGISTRATION SYSTEM (SVRS)**

RESOLUTION

WHEREAS, Congress passed the Help America Vote Act of 2002 (HAVA) to create a more uniform voter registration and voting system in the United States; and

WHEREAS, the Wisconsin Government Accountability Board (GAB) is charged with implementing a Statewide Voter Registration System (SVRS) that complies with HAVA; and

WHEREAS, the Town of Glenmore, a local unit of government, understands its obligations and commitments as mandated by HAVA and state statutes to implement and administer local voter registration; and

WHEREAS, the local unit of government is required to maintain the local voter registration information within the centralized SVRS and the Town of Glenmore established an initial relier agreement with the Brown County Clerk's Office to accept this responsibility for elections held since 2006; and

WHEREAS, the local unit of government has opted to renew its SVRS provider agreement with the Brown County Clerk's Office for elections held in 2014 and 2015; and

WHEREAS, the cost of administering a voter registration system is dependent upon the requirements of the system acquired by the State of Wisconsin, of which the

costs estimated by the Brown County Clerk to the local unit of government is based on the municipality's latest estimated census at a rate of \$.30 per person for each election.

THEREFORE, the Town of Glenmore directs their Chair to enter into a Memorandum of Understanding with Brown County to provide support staff for efficient and cost effective services that comply with HAVA and, where appropriate, incorporate the sharing of technology and resources.

FURTHER RESOLVE that a copy of this resolution be sent to the Government Accountability Board in recognition of the Town of Glenmore fulfilling its HAVA requirements.

Fiscal Impact: None

2014-2015 Agreement	2014 – Four Elections	2015 – Two Elections
Revenue- Chargeback	\$1,357.20	\$678.60
Expense-Clerk Typist I (LTE)	(\$1,357.20)	(\$678.60)

This resolution does not require an appropriation from the general fund.

Respectfully Submitted,

ADMINISTRATION COMMITTEE

EXECUTIVE COMMITTEE

APPROVED BY:

Troy Streckenbach, Brown County Executive

DATED: _____

Final Draft Approved by Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISORS NAME	DIST. #	AYES	NAYS	ABSTAIN
SIEBER	1			
DE WANE	2			
NICHOLSON	3			
HOYER	4			
HOPP	5			
HAEFS	6			
ERICKSON	7			
ZIMA	8			
EVANS	9			
VANDER LEESE	10			
BUCKLEY	11			
LANDWEHR	12			
DANTINNE	13			

SUPERVISORS NAME	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
WILLIAMS	15			
KASTER	16			
VAN DYKE	17			
JAMIR	18			
ROBINSON	19			
CLANCY	20			
CAMPBELL	21			
MOYNIHAN, JR.	22			
STEFFEN	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

THE MEMO OF UNDERSTANDING BETWEEN BROWN COUNTY AND THE TOWN OF GLENMORE FOR THE STATEWIDE VOTER REGISTRATION SYSTEM

This Memorandum of Understanding is hereby entered into by and between Brown County and the Town of Glenmore.

NOW, THEREFORE, in consideration of the terms and conditions contained herein, the parties hereto agree as follows:

1. The Town of Glenmore understands that the State intends to maintain the official centralized database of voter registration information.
2. The Town of Glenmore understands their responsibilities and requirements for complying with HAVA and state statutes and accepts the responsibility to implement voter registration policies and procedures and maintain each voter's current registration documentation.
3. The Town of Glenmore understands the technology, technology maintenance, staffing, and training costs that are required of Brown County to accept the responsibility of updating the SVRS. The estimated cost per election is provided and agreed upon by both parties.
4. Based on the above, the Town of Glenmore herein declares its intention to utilize staff, technology, and resources of Brown County and share in the responsibilities and costs associated with the administration of SVRS and this sharing agreement.
5. This agreement is valid from January 1, 2014 through December 31, 2015. In addition, this agreement will be extended in 90 day increments unless officially terminated. This agreement can only be officially terminated if the following guidelines have been met:
 - a. Both parties to the agreement have notified the Government Accountability Board 90 days prior to the agreement being terminated.
 - b. The Town of Glenmore or new provider (municipality or county) assuming responsibility for updating the SVRS, has purchased the appropriate equipment and validated with the Government Accountability Board that they are capable of taking on the technology and resource responsibilities of the SVRS.
 - c. The Town of Glenmore or new provider (municipality or county) has validated with the Government Accountability Board that their clerks and appointed associates have been properly trained in the use and functions of the SVRS.

Rick Loppnow, Town Chairman

Date

Sandra L. Juno, Brown County Clerk

Date

August 21, 2013

**RESOLUTION SUPPORTING THE 2014-2015 MEMO OF UNDERSTANDING
BETWEEN BROWN COUNTY AND THE TOWN OF GREEN BAY FOR THE
STATEWIDE VOTER REGISTRATION SYSTEM (SVRS)**

RESOLUTION

WHEREAS, Congress passed the Help America Vote Act of 2002 (HAVA) to create a more uniform voter registration and voting system in the United States; and

WHEREAS, the Wisconsin Government Accountability Board (GAB) is charged with implementing a Statewide Voter Registration System (SVRS) that complies with HAVA; and

WHEREAS, the Town of Green Bay, a local unit of government, understands its obligations and commitments as mandated by HAVA and state statutes to implement and administer local voter registration; and

WHEREAS, the local unit of government is required to maintain the local voter registration information within the centralized SVRS and the Town of Green Bay established an initial relier agreement with the Brown County Clerk's Office to accept this responsibility for elections held since 2006; and

WHEREAS, the local unit of government has opted to renew its SVRS provider agreement with the Brown County Clerk's Office for elections held in 2014 and 2015; and

WHEREAS, the cost of administering a voter registration system is dependent upon the requirements of the system acquired by the State of Wisconsin, of which the

costs estimated by the Brown County Clerk to the local unit of government is based on the municipality's latest estimated census at a rate of \$.30 per person for each election.

THEREFORE, the Town of Green Bay directs their Chair to enter into a Memorandum of Understanding with Brown County to provide support staff for efficient and cost effective services that comply with HAVA and, where appropriate, incorporate the sharing of technology and resources.

FURTHER RESOLVE that a copy of this resolution be sent to the Government Accountability Board in recognition of the Town of Green Bay fulfilling its HAVA requirements.

Fiscal Impact: None

2014-2015 Agreement	2014 – Four Elections	2015 – Two Elections
Revenue- Chargeback	\$2,456.40	\$1,228.20
Expense-Clerk Typist I (LTE)	(\$2,456.40)	(\$1,228.20)

This resolution does not require an appropriation from the general fund.

Respectfully Submitted,

ADMINISTRATION COMMITTEE

EXECUTIVE COMMITTEE

APPROVED BY:

Troy Streckenbach, Brown County Executive

DATED: _____

Final Draft Approved by Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISORS NAME	DIST. #	AYES	NAYS	ABSTAIN
SIEBER	1			
DE WANE	2			
NICHOLSON	3			
HOYER	4			
HOPP	5			
HAEFS	6			
ERICKSON	7			
ZIMA	8			
EVANS	9			
VANDER LEESE	10			
BUCKLEY	11			
LANDWEHR	12			
DANTINNE	13			

SUPERVISORS NAME	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
WILLIAMS	15			
KASTER	16			
VAN DYKE	17			
JAMIR	18			
ROBINSON	19			
CLANCY	20			
CAMPBELL	21			
MOYNIHAN, JR.	22			
STEFFEN	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

THE MEMO OF UNDERSTANDING BETWEEN BROWN COUNTY AND THE TOWN OF GREEN BAY FOR THE STATEWIDE VOTER REGISTRATION SYSTEM

This Memorandum of Understanding is hereby entered into by and between Brown County and the Town of Green Bay.

NOW, THEREFORE, in consideration of the terms and conditions contained herein, the parties hereto agree as follows:

1. The Town of Green Bay understands that the State intends to maintain the official centralized database of voter registration information.
2. The Town of Green Bay understands their responsibilities and requirements for complying with HAVA and state statutes and accepts the responsibility to implement voter registration policies and procedures and maintain each voter's current registration documentation.
3. The Town of Green Bay understands the technology, technology maintenance, staffing, and training costs that are required of Brown County to accept the responsibility of updating the SVRS. The estimated cost per election is provided and agreed upon by both parties.
4. Based on the above, the Town of Green Bay herein declares its intention to utilize staff, technology, and resources of Brown County and share in the responsibilities and costs associated with the administration of SVRS and this sharing agreement.
5. This agreement is valid from January 1, 2014 through December 31, 2015. In addition, this agreement will be extended in 90 day increments unless officially terminated. This agreement can only be officially terminated if the following guidelines have been met:
 - a. Both parties to the agreement have notified the Government Accountability Board 90 days prior to the agreement being terminated.
 - b. The Town of Green Bay or new provider (municipality or county) assuming responsibility for updating the SVRS, has purchased the appropriate equipment and validated with the Government Accountability Board that they are capable of taking on the technology and resource responsibilities of the SVRS.
 - c. The Town of Green Bay or new provider (municipality or county) has validated with the Government Accountability Board that their clerks and appointed associates have been properly trained in the use and functions of the SVRS.

Lee De Champs, Town of Green Bay Chairman

Date

Sandra L. Juno, Brown County Clerk

Date

August 21, 2013

**RESOLUTION SUPPORTING THE 2014-2015 MEMO OF UNDERSTANDING
BETWEEN BROWN COUNTY AND THE TOWN OF HOLLAND FOR THE
STATEWIDE VOTER REGISTRATION SYSTEM (SVRS)**

RESOLUTION

WHEREAS, Congress passed the Help America Vote Act of 2002 (HAVA) to create a more uniform voter registration and voting system in the United States; and

WHEREAS, the Wisconsin Government Accountability Board (GAB) is charged with implementing a Statewide Voter Registration System (SVRS) that complies with HAVA; and

WHEREAS, the Town of Holland, a local unit of government, understands its obligations and commitments as mandated by HAVA and state statutes to implement and administer local voter registration; and

WHEREAS, the local unit of government is required to maintain the local voter registration information within the centralized SVRS and the Town of Holland established an initial relier agreement with the Brown County Clerk's Office to accept this responsibility for elections held since 2006; and

WHEREAS, the local unit of government has opted to renew its SVRS provider agreement with the Brown County Clerk's Office for elections held in 2014 and 2015; and

WHEREAS, the cost of administering a voter registration system is dependent upon the requirements of the system acquired by the State of Wisconsin, of which the costs estimated by the Brown County Clerk to the local unit of government is based on the municipality's latest estimated census at a rate of \$.30 per person for each election.

THEREFORE, the Town of Holland directs their Chair to enter into a Memorandum of Understanding with Brown County to provide support staff for efficient and cost effective services that comply with HAVA and, where appropriate, incorporate the sharing of technology and resources.

FURTHER RESOLVE that a copy of this resolution be sent to the Government Accountability Board in recognition of the Town of Holland fulfilling its HAVA requirements.

Fiscal Impact: None

2014-2015 Agreement	2014 – Four Elections	2015 – Two Elections
Revenue- Chargeback	\$1,832.40	\$916.20
Expense-Clerk Typist I (LTE)	(\$1,832.40)	(\$916.20)

This resolution does not require an appropriation from the general fund.

Respectfully Submitted,

ADMINISTRATION COMMITTEE

EXECUTIVE COMMITTEE

APPROVED BY:

Troy Streckenbach, Brown County Executive

DATED: _____

Final Draft Approved by Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISORS NAME	DIST. #	AYES	NAYS	ABSTAIN
SIEBER	1			
DE WANE	2			
NICHOLSON	3			
HOYER	4			
HOPP	5			
HAEFS	6			
ERICKSON	7			
ZIMA	8			
EVANS	9			
VANDER LEESE	10			
BUCKLEY	11			
LANDWEHR	12			
DANTINNE	13			

SUPERVISORS NAME	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
WILLIAMS	15			
KASTER	16			
VAN DYKE	17			
JAMIR	18			
ROBINSON	19			
CLANCY	20			
CAMPBELL	21			
MOYNIHAN, JR.	22			
STEFFEN	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

THE MEMO OF UNDERSTANDING BETWEEN BROWN COUNTY AND THE TOWN OF HOLLAND FOR THE STATEWIDE VOTER REGISTRATION SYSTEM

This Memorandum of Understanding is hereby entered into by and between Brown County and the Town of Holland.

NOW, THEREFORE, in consideration of the terms and conditions contained herein, the parties hereto agree as follows:

1. The Town of Holland understands that the State intends to maintain the official centralized database of voter registration information.
2. The Town of Holland understands their responsibilities and requirements for complying with HAVA and state statutes and accepts the responsibility to implement voter registration policies and procedures and maintain each voter's current registration documentation.
3. The Town of Holland understands the technology, technology maintenance, staffing, and training costs that are required of Brown County to accept the responsibility of updating the SVRS. The estimated cost per election is provided and agreed upon by both parties.
4. Based on the above, the Town of Holland herein declares its intention to utilize staff, technology, and resources of Brown County and share in the responsibilities and costs associated with the administration of SVRS and this sharing agreement.
5. This agreement is valid from January 1, 2014 through December 31, 2015. In addition, this agreement will be extended in 90 day increments unless officially terminated. This agreement can only be officially terminated if the following guidelines have been met:
 - a. Both parties to the agreement have notified the Government Accountability Board 90 days prior to the agreement being terminated.
 - b. The Town of Holland or new provider (municipality or county) assuming responsibility for updating the SVRS, has purchased the appropriate equipment and validated with the Government Accountability Board that they are capable of taking on the technology and resource responsibilities of the SVRS.
 - c. The Town of Holland or new provider (municipality or county) has validated with the Government Accountability Board that their clerks and appointed associates have been properly trained in the use and functions of the SVRS.

Jerome Wall, Town of Holland Chairman

Date

Sandra L. Juno, Brown County Clerk

Date

August 21, 2013

**RESOLUTION SUPPORTING THE 2014-2015 MEMO OF UNDERSTANDING
BETWEEN BROWN COUNTY AND THE TOWN OF HUMBOLDT FOR THE
STATEWIDE VOTER REGISTRATION SYSTEM (SVRS)**

RESOLUTION

WHEREAS, Congress passed the Help America Vote Act of 2002 (HAVA) to create a more uniform voter registration and voting system in the United States; and

WHEREAS, the Wisconsin Government Accountability Board (GAB) is charged with implementing a Statewide Voter Registration System (SVRS) that complies with HAVA; and

WHEREAS, the Town of Humboldt, a local unit of government, understands its obligations and commitments as mandated by HAVA and state statutes to implement and administer local voter registration; and

WHEREAS, the local unit of government is required to maintain the local voter registration information within the centralized SVRS and the Town of Humboldt established an initial relier agreement with the Brown County Clerk's Office to accept this responsibility for elections held since 2006; and

WHEREAS, the local unit of government has opted to renew its SVRS provider agreement with the Brown County Clerk's Office for elections held in 2014 and 2015; and

WHEREAS, the cost of administering a voter registration system is dependent upon the requirements of the system acquired by the State of Wisconsin, of which the

costs estimated by the Brown County Clerk to the local unit of government is based on the municipality's latest estimated census at a rate of \$.30 per person for each election.

THEREFORE, the Town of Humboldt directs their Chair to enter into a Memorandum of Understanding with Brown County to provide support staff for efficient and cost effective services that comply with HAVA and, where appropriate, incorporate the sharing of technology and resources.

FURTHER RESOLVE that a copy of this resolution be sent to the Government Accountability Board in recognition of the Town of Humboldt fulfilling its HAVA requirements.

Fiscal Impact: None

2014-2015 Agreement	2014 – Four Elections	2015 – Two Elections
Revenue- Chargeback	\$1,570.80	\$785.40
Expense-Clerk Typist I (LTE)	(\$1,570.80)	(\$785.40)

This resolution does not require an appropriation from the general fund.

Respectfully Submitted,

ADMINISTRATION COMMITTEE

EXECUTIVE COMMITTEE

APPROVED BY:

Troy Streckenbach, Brown County Executive

DATED: _____

Final Draft Approved by Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISORS NAME	DIST. #	AYES	NAYS	ABSTAIN
SIEBER	1			
DE WANE	2			
NICHOLSON	3			
HOYER	4			
HOPP	5			
HAEFS	6			
ERICKSON	7			
ZIMA	8			
EVANS	9			
VANDER LEESE	10			
BUCKLEY	11			
LANDWEHR	12			
DANTINNE	13			

SUPERVISORS NAME	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
WILLIAMS	15			
KASTER	16			
VAN DYKE	17			
JAMIR	18			
ROBINSON	19			
CLANCY	20			
CAMPBELL	21			
MOYNIHAN, JR.	22			
STEFFEN	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

THE MEMO OF UNDERSTANDING BETWEEN BROWN COUNTY AND THE TOWN OF HUMBOLDT FOR THE STATEWIDE VOTER REGISTRATION SYSTEM

This Memorandum of Understanding is hereby entered into by and between Brown County and the Town of Humboldt.

NOW, THEREFORE, in consideration of the terms and conditions contained herein, the parties hereto agree as follows:

1. The Town of Humboldt understands that the State intends to maintain the official centralized database of voter registration information.
2. The Town of Humboldt understands their responsibilities and requirements for complying with HAVA and state statutes and accepts the responsibility to implement voter registration policies and procedures and maintain each voter's current registration documentation.
3. The Town of Humboldt understands the technology, technology maintenance, staffing, and training costs that are required of Brown County to accept the responsibility of updating the SVRS. The estimated cost per election is provided and agreed upon by both parties.
4. Based on the above, the Town of Humboldt herein declares its intention to utilize staff, technology, and resources of Brown County and share in the responsibilities and costs associated with the administration of SVRS and this sharing agreement.
5. This agreement is valid from January 1, 2014 through December 31, 2015. In addition, this agreement will be extended in 90 day increments unless officially terminated. This agreement can only be officially terminated if the following guidelines have been met:
 - a. Both parties to the agreement have notified the Government Accountability Board 90 days prior to the agreement being terminated.
 - b. The Town of Humboldt or new provider (municipality or county) assuming responsibility for updating the SVRS, has purchased the appropriate equipment and validated with the Government Accountability Board that they are capable of taking on the technology and resource responsibilities of the SVRS.
 - c. The Town of Humboldt or new provider (municipality or county) has validated with the Government Accountability Board that their clerks and appointed associates have been properly trained in the use and functions of the SVRS.

Steve Dart, Town of Humboldt Chairman

Date

Sandra L. Juno, Brown County Clerk

Date

August 21, 2013

**RESOLUTION SUPPORTING THE 2014-2015 MEMO OF UNDERSTANDING
BETWEEN BROWN COUNTY AND THE TOWN OF LAWRENCE FOR THE
STATEWIDE VOTER REGISTRATION SYSTEM (SVRS)**

RESOLUTION

WHEREAS, Congress passed the Help America Vote Act of 2002 (HAVA) to create a more uniform voter registration and voting system in the United States; and

WHEREAS, the Wisconsin Government Accountability Board (GAB) is charged with implementing a Statewide Voter Registration System (SVRS) that complies with HAVA; and

WHEREAS, the Town of Lawrence, a local unit of government, understands its obligations and commitments as mandated by HAVA and state statutes to implement and administer local voter registration; and

WHEREAS, the local unit of government is required to maintain the local voter registration information within the centralized SVRS and the Town of Lawrence established an initial reliance agreement with the Brown County Clerk's Office to accept this responsibility for elections held since 2006; and

WHEREAS, the local unit of government has opted to renew its SVRS provider agreement with the Brown County Clerk's Office for elections held in 2014 and 2015; and

WHEREAS, the cost of administering a voter registration system is dependent upon the requirements of the system acquired by the State of Wisconsin, of which the costs estimated by the Brown County Clerk to the local unit of government is based on the municipality's latest estimated census at a rate of \$.30 per person for each election.

THEREFORE, the Town of Lawrence directs their Chair to enter into a Memorandum of Understanding with Brown County to provide support staff for efficient and cost effective services that comply with HAVA and, where appropriate, incorporate the sharing of technology and resources.

FURTHER RESOLVE that a copy of this resolution be sent to the Government Accountability Board in recognition of the Town of Lawrence fulfilling its HAVA requirements.

Fiscal Impact: None

2014-2015 Agreement	2014 – Four Elections	2015 – Two Elections
Revenue- Chargeback	\$5,299.20	\$2,649.60
Expense-Clerk Typist I (LTE)	(\$5,299.20)	(\$2,649.60)

This resolution does not require an appropriation from the general fund.

Respectfully Submitted,

ADMINISTRATION COMMITTEE

EXECUTIVE COMMITTEE

APPROVED BY:

Troy Streckenbach, Brown County Executive

DATED: _____

Final Draft Approved by Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISORS NAME	DIST. #	AYES	NAYS	ABSTAIN
SIEBER	1			
DE WANE	2			
NICHOLSON	3			
HOYER	4			
HOPP	5			
HAEFS	6			
ERICKSON	7			
ZIMA	8			
EVANS	9			
VANDER LEESE	10			
BUCKLEY	11			
LANDWEHR	12			
DANTINNE	13			

SUPERVISORS NAME	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
WILLIAMS	15			
KASTER	16			
VAN DYKE	17			
JAMIR	18			
ROBINSON	19			
CLANCY	20			
CAMPBELL	21			
MOYNIHAN, JR.	22			
STEFFEN	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

THE MEMO OF UNDERSTANDING BETWEEN BROWN COUNTY AND THE TOWN OF LAWRENCE FOR THE STATEWIDE VOTER REGISTRATION SYSTEM

This Memorandum of Understanding is hereby entered into by and between Brown County and the Town of Lawrence.

NOW, THEREFORE, in consideration of the terms and conditions contained herein, the parties hereto agree as follows:

1. The Town of Lawrence understands that the State intends to maintain the official centralized database of voter registration information.
2. The Town of Lawrence understands their responsibilities and requirements for complying with HAVA and state statutes and accepts the responsibility to implement voter registration policies and procedures and maintain each voter's current registration documentation.
3. The Town of Lawrence understands the technology, technology maintenance, staffing, and training costs that are required of Brown County to accept the responsibility of updating the SVRS. The estimated cost per election is provided and agreed upon by both parties.
4. Based on the above, the Town of Lawrence herein declares its intention to utilize staff, technology, and resources of Brown County and share in the responsibilities and costs associated with the administration of SVRS and this sharing agreement.
5. This agreement is valid from January 1, 2014 through December 31, 2015. In addition, this agreement will be extended in 90 day increments unless officially terminated. This agreement can only be officially terminated if the following guidelines have been met:
 - a. Both parties to the agreement have notified the Government Accountability Board 90 days prior to the agreement being terminated.
 - b. The Town of Lawrence or new provider (municipality or county) assuming responsibility for updating the SVRS, has purchased the appropriate equipment and validated with the Government Accountability Board that they are capable of taking on the technology and resource responsibilities of the SVRS.
 - c. The Town of Lawrence or new provider (municipality or county) has validated with the Government Accountability Board that their clerks and appointed associates have been properly trained in the use and functions of the SVRS.

John Klasen, Town of Lawrence Chairman

Date

Sandra L. Juno, Brown County Clerk

Date

August 21, 2013

**RESOLUTION SUPPORTING THE 2014-2015 MEMO OF UNDERSTANDING
BETWEEN BROWN COUNTY AND THE TOWN OF MORRISON FOR THE
STATEWIDE VOTER REGISTRATION SYSTEM (SVRS)**

RESOLUTION

WHEREAS, Congress passed the Help America Vote Act of 2002 (HAVA) to create a more uniform voter registration and voting system in the United States; and

WHEREAS, the Wisconsin Government Accountability Board (GAB) is charged with implementing a Statewide Voter Registration System (SVRS) that complies with HAVA; and

WHEREAS, the Town of Morrison, a local unit of government, understands its obligations and commitments as mandated by HAVA and state statutes to implement and administer local voter registration; and

WHEREAS, the local unit of government is required to maintain the local voter registration information within the centralized SVRS and the Town of Morrison established an initial relier agreement with the Brown County Clerk's Office to accept this responsibility for elections held since 2006; and

WHEREAS, the local unit of government has opted to renew its SVRS provider agreement with the Brown County Clerk's Office for elections held in 2014 and 2015; and

WHEREAS, the cost of administering a voter registration system is dependent upon the requirements of the system acquired by the State of Wisconsin, of which the costs estimated by the Brown County Clerk to the local unit of government is based on the municipality's latest estimated census at a rate of \$.30 per person for each election.

THEREFORE, the Town of Morrison directs their Chair to enter into a Memorandum of Understanding with Brown County to provide support staff for efficient and cost effective services that comply with HAVA and, where appropriate, incorporate the sharing of technology and resources.

FURTHER RESOLVE that a copy of this resolution be sent to the Government Accountability Board in recognition of the Town of Morrison fulfilling its HAVA requirements.

Fiscal Impact: None

2014-2015 Agreement	2014 – Four Elections	2015 – Two Elections
Revenue- Chargeback	\$1,916.40	\$958.20
Expense-Clerk Typist I (LTE)	(\$1,916.40)	(\$958.20)

This resolution does not require an appropriation from the general fund.

Respectfully Submitted,

ADMINISTRATION COMMITTEE

EXECUTIVE COMMITTEE

APPROVED BY:

Troy Streckenbach, Brown County Executive

DATED: _____

Final Draft Approved by Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISORS NAME	DIST. #	AYES	NAYS	ABSTAIN
SIEBER	1			
DE WANE	2			
NICHOLSON	3			
HOYER	4			
HOPP	5			
HAEFS	6			
ERICKSON	7			
ZIMA	8			
EVANS	9			
VANDER LEESE	10			
BUCKLEY	11			
LANDWEHR	12			
DANTINNE	13			

SUPERVISORS NAME	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
WILLIAMS	15			
KASTER	16			
VAN DYKE	17			
JAMIR	18			
ROBINSON	19			
CLANCY	20			
CAMPBELL	21			
MOYNIHAN, JR.	22			
STEFFEN	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

THE MEMO OF UNDERSTANDING BETWEEN BROWN COUNTY AND THE TOWN OF MORRISON FOR THE STATEWIDE VOTER REGISTRATION SYSTEM

This Memorandum of Understanding is hereby entered into by and between Brown County and the Town of Morrison.

NOW, THEREFORE, in consideration of the terms and conditions contained herein, the parties hereto agree as follows:

1. The Town of Morrison understands that the State intends to maintain the official centralized database of voter registration information.
2. The Town of Morrison understands their responsibilities and requirements for complying with HAVA and state statutes and accepts the responsibility to implement voter registration policies and procedures and maintain each voter's current registration documentation.
3. The Town of Morrison understands the technology, technology maintenance, staffing, and training costs that are required of Brown County to accept the responsibility of updating the SVRS. The estimated cost per election is provided and agreed upon by both parties.
4. Based on the above, the Town of Morrison herein declares its intention to utilize staff, technology, and resources of Brown County and share in the responsibilities and costs associated with the administration of SVRS and this sharing agreement.
5. This agreement is valid from January 1, 2014 through December 31, 2015. In addition, this agreement will be extended in 90 day increments unless officially terminated. This agreement can only be officially terminated if the following guidelines have been met:
 - a. Both parties to the agreement have notified the Government Accountability Board 90 days prior to the agreement being terminated.
 - b. The Town of Morrison or new provider (municipality or county) assuming responsibility for updating the SVRS, has purchased the appropriate equipment and validated with the Government Accountability Board that they are capable of taking on the technology and resource responsibilities of the SVRS.
 - c. The Town of Morrison or new provider (municipality or county) has validated with the Government Accountability Board that their clerks and appointed associates have been properly trained in the use and functions of the SVRS.

Kevin Collins, Town of Morrison Chairman

Date

Sandra L. Juno, Brown County Clerk

Date

August 21, 2013

**RESOLUTION SUPPORTING THE 2014-2015 MEMO OF UNDERSTANDING
BETWEEN BROWN COUNTY AND THE TOWN OF NEW DENMARK FOR
THE STATEWIDE VOTER REGISTRATION SYSTEM (SVRS)**

RESOLUTION

WHEREAS, Congress passed the Help America Vote Act of 2002 (HAVA) to create a more uniform voter registration and voting system in the United States; and

WHEREAS, the Wisconsin Government Accountability Board (GAB) is charged with implementing a Statewide Voter Registration System (SVRS) that complies with HAVA; and

WHEREAS, the Town of New Denmark, a local unit of government, understands its obligations and commitments as mandated by HAVA and state statutes to implement and administer local voter registration; and

WHEREAS, the local unit of government is required to maintain the local voter registration information within the centralized SVRS and the Town of New Denmark established an initial relier agreement with the Brown County Clerk's Office to accept this responsibility for elections held since 2006; and

WHEREAS, the local unit of government has opted to renew its SVRS provider agreement with the Brown County Clerk's Office for elections held in 2014 and 2015; and

WHEREAS, the cost of administering a voter registration system is dependent upon the requirements of the system acquired by the State of Wisconsin, of which the costs estimated by the Brown County Clerk to the local unit of government is based on the municipality's latest estimated census at a rate of \$.30 per person for each election.

THEREFORE, the Town of New Denmark directs their Chair to enter into a Memorandum of Understanding with Brown County to provide support staff for efficient and cost effective services that comply with HAVA and, where appropriate, incorporate the sharing of technology and resources.

FURTHER RESOLVE that a copy of this resolution be sent to the Government Accountability Board in recognition of the Town of New Denmark fulfilling its HAVA requirements.

Fiscal Impact: None

2014-2015 Agreement	2014 – Four Elections	2015 – Two Elections
Revenue- Chargeback	\$1,862.40	\$931.20
Expense-Clerk Typist I (LTE)	(\$1,862.40)	(\$931.20)

This resolution does not require an appropriation from the general fund.

Respectfully Submitted,

ADMINISTRATION COMMITTEE

EXECUTIVE COMMITTEE

APPROVED BY:

Troy Streckenbach, Brown County Executive

DATED: _____

Final Draft Approved by Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISORS NAME	DIST. #	AYES	NAYS	ABSTAIN
SIEBER	1			
DE WANE	2			
NICHOLSON	3			
HOYER	4			
HOPP	5			
HAEFS	6			
ERICKSON	7			
ZIMA	8			
EVANS	9			
VANDER LEEST	10			
BUCKLEY	11			
LANDWEHR	12			
DANTINNE	13			

SUPERVISORS NAME	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
WILLIAMS	15			
KASTER	16			
VAN DYKE	17			
JAMIR	18			
ROBINSON	19			
CLANCY	20			
CAMPBELL	21			
MOYNIHAN, JR.	22			
STEFFEN	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

THE MEMO OF UNDERSTANDING BETWEEN BROWN COUNTY AND THE TOWN OF NEW DENMARK FOR THE STATEWIDE VOTER REGISTRATION SYSTEM

This Memorandum of Understanding is hereby entered into by and between Brown County and the Town of New Denmark.

NOW, THEREFORE, in consideration of the terms and conditions contained herein, the parties hereto agree as follows:

1. The Town of New Denmark understands that the State intends to maintain the official centralized database of voter registration information.
2. The Town of New Denmark understands their responsibilities and requirements for complying with HAVA and state statutes and accepts the responsibility to implement voter registration policies and procedures and maintain each voter's current registration documentation.
3. The Town of New Denmark understands the technology, technology maintenance, staffing, and training costs that are required of Brown County to accept the responsibility of updating the SVRS. The estimated cost per election is provided and agreed upon by both parties.
4. Based on the above, the Town of New Denmark herein declares its intention to utilize staff, technology, and resources of Brown County and share in the responsibilities and costs associated with the administration of SVRS and this sharing agreement.
5. This agreement is valid from January 1, 2014 through December 31, 2015. In addition, this agreement will be extended in 90 day increments unless officially terminated. This agreement can only be officially terminated if the following guidelines have been met:
 - a. Both parties to the agreement have notified the Government Accountability Board 90 days prior to the agreement being terminated.
 - b. The Town of New Denmark or new provider (municipality or county) assuming responsibility for updating the SVRS, has purchased the appropriate equipment and validated with the Government Accountability Board that they are capable of taking on the technology and resource responsibilities of the SVRS.
 - c. The Town of New Denmark or new provider (municipality or county) has validated with the Government Accountability Board that their clerks and appointed associates have been properly trained in the use and functions of the SVRS.

William Krueger, Town of New Denmark Chairman

Date

Sandra L. Juno, Brown County Clerk

Date

August 21, 2013

**RESOLUTION SUPPORTING THE 2014-2015 MEMO OF UNDERSTANDING
BETWEEN BROWN COUNTY AND THE TOWN OF PITTSFIELD FOR THE
STATEWIDE VOTER REGISTRATION SYSTEM (SVRS)**

RESOLUTION

WHEREAS, Congress passed the Help America Vote Act of 2002 (HAVA) to create a more uniform voter registration and voting system in the United States; and

WHEREAS, the Wisconsin Government Accountability Board (GAB) is charged with implementing a Statewide Voter Registration System (SVRS) that complies with HAVA; and

WHEREAS, the Town of Pittsfield, a local unit of government, understands its obligations and commitments as mandated by HAVA and state statutes to implement and administer local voter registration; and

WHEREAS, the local unit of government is required to maintain the local voter registration information within the centralized SVRS and the Town of Pittsfield established an initial relier agreement with the Brown County Clerk's Office to accept this responsibility for elections held since 2006; and

WHEREAS, the local unit of government has opted to renew its SVRS provider agreement with the Brown County Clerk's Office for elections held in 2014 and 2015; and

WHEREAS, the cost of administering a voter registration system is dependent upon the requirements of the system acquired by the State of Wisconsin, of which the costs estimated by the Brown County Clerk to the local unit of government is based on the municipality's latest estimated census at a rate of \$.30 per person for each election.

THEREFORE, the Town of Pittsfield directs their Chair to enter into a Memorandum of Understanding with Brown County to provide support staff for efficient and cost effective services that comply with HAVA and, where appropriate, incorporate the sharing of technology and resources.

FURTHER RESOLVE that a copy of this resolution be sent to the Government Accountability Board in recognition of the Town of Pittsfield fulfilling its HAVA requirements.

Fiscal Impact: None

2014-2015 Agreement	2014 – Four Elections	2015 – Two Elections
Revenue- Chargeback	\$3,157.20	\$1,578.60
Expense-Clerk Typist I (LTE)	(\$3,157.20)	(\$1,578.60)

This resolution does not require an appropriation from the general fund.

Respectfully Submitted,
ADMINISTRATION COMMITTEE
EXECUTIVE COMMITTEE

APPROVED BY:

Troy Streckenbach, Brown County Executive

DATED: _____

Final Draft Approved by Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISORS NAME	DIST. #	AYES	NAYS	ABSTAIN
SIEBER	1			
DE WANE	2			
NICHOLSON	3			
HOYER	4			
HOPP	5			
HAEFS	6			
ERICKSON	7			
ZIMA	8			
EVANS	9			
VANDER LEESE	10			
BUCKLEY	11			
LANDWEHR	12			
DANTINNE	13			

SUPERVISORS NAME	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
WILLIAMS	15			
KASTER	16			
VAN DYKE	17			
JAMIR	18			
ROBINSON	19			
CLANCY	20			
CAMPBELL	21			
MOYNIHAN, JR.	22			
STEFFEN	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

THE MEMO OF UNDERSTANDING BETWEEN BROWN COUNTY AND THE TOWN OF PITTSFIELD FOR THE STATEWIDE VOTER REGISTRATION SYSTEM

This Memorandum of Understanding is hereby entered into by and between Brown County and the Town of Pittsfield.

NOW, THEREFORE, in consideration of the terms and conditions contained herein, the parties hereto agree as follows:

1. The Town of Pittsfield understands that the State intends to maintain the official centralized database of voter registration information.
2. The Town of Pittsfield understands their responsibilities and requirements for complying with HAVA and state statutes and accepts the responsibility to implement voter registration policies and procedures and maintain each voter's current registration documentation.
3. The Town of Pittsfield understands the technology, technology maintenance, staffing, and training costs that are required of Brown County to accept the responsibility of updating the SVRS. The estimated cost per election is provided and agreed upon by both parties.
4. Based on the above, the Town of Pittsfield herein declares its intention to utilize staff, technology, and resources of Brown County and share in the responsibilities and costs associated with the administration of SVRS and this sharing agreement.
5. This agreement is valid from January 1, 2014 through December 31, 2015. In addition, this agreement will be extended in 90 day increments unless officially terminated. This agreement can only be officially terminated if the following guidelines have been met:
 - a. Both parties to the agreement have notified the Government Accountability Board 90 days prior to the agreement being terminated.
 - b. The Town of Pittsfield or new provider (municipality or county) assuming responsibility for updating the SVRS, has purchased the appropriate equipment and validated with the Government Accountability Board that they are capable of taking on the technology and resource responsibilities of the SVRS.
 - c. The Town of Pittsfield or new provider (municipality or county) has validated with the Government Accountability Board that their clerks and appointed associates have been properly trained in the use and functions of the SVRS.

Keith Deneys, Town of Pittsfield Chairman

Date

Sandra L. Juno, Brown County Clerk

Date

August 21, 2013

**RESOLUTION SUPPORTING THE 2014-2015 MEMO OF UNDERSTANDING
BETWEEN BROWN COUNTY AND THE TOWN OF ROCKLAND FOR THE
STATEWIDE VOTER REGISTRATION SYSTEM (SVRS)**

RESOLUTION

WHEREAS, Congress passed the Help America Vote Act of 2002 (HAVA) to create a more uniform voter registration and voting system in the United States; and

WHEREAS, the Wisconsin Government Accountability Board (GAB) is charged with implementing a Statewide Voter Registration System (SVRS) that complies with HAVA; and

WHEREAS, the Town of Rockland, a local unit of government, understands its obligations and commitments as mandated by HAVA and state statutes to implement and administer local voter registration; and

WHEREAS, the local unit of government is required to maintain the local voter registration information within the centralized SVRS and the Town of Rockland established an initial relier agreement with the Brown County Clerk's Office to accept this responsibility for elections held since 2006; and

WHEREAS, the local unit of government has opted to renew its SVRS provider agreement with the Brown County Clerk's Office for elections held in 2014 and 2015; and

WHEREAS, the cost of administering a voter registration system is dependent upon the requirements of the system acquired by the State of Wisconsin, of which the costs estimated by the Brown County Clerk to the local unit of government is based on the municipality's latest estimated census at a rate of \$.30 per person for each election.

THEREFORE, the Town of Rockland directs their Chair to enter into a Memorandum of Understanding with Brown County to provide support staff for efficient and cost effective services that comply with HAVA and, where appropriate, incorporate the sharing of technology and resources.

FURTHER RESOLVE that a copy of this resolution be sent to the Government Accountability Board in recognition of the Town of Rockland fulfilling its HAVA requirements.

Fiscal Impact: None

2014-2015 Agreement	2014 – Four Elections	2015 – Two Elections
Revenue- Chargeback	\$2,082.00	\$1,041.00
Expense-Clerk Typist I (LTE)	(\$2,082.00)	(\$1,041.00)

This resolution does not require an appropriation from the general fund.

Respectfully Submitted,

ADMINISTRATION COMMITTEE

EXECUTIVE COMMITTEE

APPROVED BY:

Troy Streckenbach, Brown County Executive

DATED: _____

Final Draft Approved by Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISORS NAME	DIST. #	AYES	NAYS	ABSTAIN
SIEBER	1			
DE WANE	2			
NICHOLSON	3			
HOYER	4			
HOPP	5			
HAEFS	6			
ERICKSON	7			
ZIMA	8			
EVANS	9			
VANDER LEEST	10			
BUCKLEY	11			
LANDWEHR	12			
DANTINNE	13			

SUPERVISORS NAME	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
WILLIAMS	15			
KASTER	16			
VAN DYKE	17			
JAMIR	18			
ROBINSON	19			
CLANCY	20			
CAMPBELL	21			
MOYNIHAN, JR.	22			
STEFFEN	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

THE MEMO OF UNDERSTANDING BETWEEN BROWN COUNTY AND THE TOWN OF ROCKLAND FOR THE STATEWIDE VOTER REGISTRATION SYSTEM

This Memorandum of Understanding is hereby entered into by and between
Brown County and the Town of Rockland.

NOW, THEREFORE, in consideration of the terms and conditions contained
herein, the parties hereto agree as follows:

1. The Town of Rockland understands that the State intends to maintain the official centralized database of voter registration information.
2. The Town of Rockland understands their responsibilities and requirements for complying with HAVA and state statutes and accepts the responsibility to implement voter registration policies and procedures and maintain each voter's current registration documentation.
3. The Town of Rockland understands the technology, technology maintenance, staffing, and training costs that are required of Brown County to accept the responsibility of updating the SVRS. The estimated cost per election is provided and agreed upon by both parties.
4. Based on the above, the Town of Rockland herein declares its intention to utilize staff, technology, and resources of Brown County and share in the responsibilities and costs associated with the administration of SVRS and this sharing agreement.
5. This agreement is valid from January 1, 2014 through December 31, 2015. In addition, this agreement will be extended in 90 day increments unless officially terminated. This agreement can only be officially terminated if the following guidelines have been met:
 - a. Both parties to the agreement have notified the Government Accountability Board 90 days prior to the agreement being terminated.
 - b. The Town of Rockland or new provider (municipality or county) assuming responsibility for updating the SVRS, has purchased the appropriate equipment and validated with the Government Accountability Board that they are capable of taking on the technology and resource responsibilities of the SVRS.
 - c. The Town of Rockland or new provider (municipality or county) has validated with the Government Accountability Board that their clerks and appointed associates have been properly trained in the use and functions of the SVRS.

Dennis J. Cashman, Town of Rockland Chairman

Date

Sandra L. Juno, Brown County Clerk

Date

August 21, 2013

**RESOLUTION SUPPORTING THE 2014-2015 MEMO OF UNDERSTANDING
BETWEEN BROWN COUNTY AND THE TOWN OF WRIGHTSTOWN FOR
THE STATEWIDE VOTER REGISTRATION SYSTEM (SVRS)**

RESOLUTION

WHEREAS, Congress passed the Help America Vote Act of 2002 (HAVA) to create a more uniform voter registration and voting system in the United States; and

WHEREAS, the Wisconsin Government Accountability Board (GAB) is charged with implementing a Statewide Voter Registration System (SVRS) that complies with HAVA; and

WHEREAS, the Town of Wrightstown, a local unit of government, understands its obligations and commitments as mandated by HAVA and state statutes to implement and administer local voter registration; and

WHEREAS, the local unit of government is required to maintain the local voter registration information within the centralized SVRS and the Town of Wrightstown established an initial relier agreement with the Brown County Clerk's Office to accept this responsibility for elections held since 2006; and

WHEREAS, the local unit of government has opted to renew its SVRS provider agreement with the Brown County Clerk's Office for elections held in 2014 and 2015; and

WHEREAS, the cost of administering a voter registration system is dependent upon the requirements of the system acquired by the State of Wisconsin, of which the

costs estimated by the Brown County Clerk to the local unit of government is based on the municipality's latest estimated census at a rate of \$.30 per person for each election.

THEREFORE, the Town of Wrightstown directs their Chair to enter into a Memorandum of Understanding with Brown County to provide support staff for efficient and cost effective services that comply with HAVA and, where appropriate, incorporate the sharing of technology and resources.

FURTHER RESOLVE that a copy of this resolution be sent to the Government Accountability Board in recognition of the Town of Wrightstown fulfilling its HAVA requirements.

Fiscal Impact: None

2014-2015 Agreement	2014 – Four Elections	2015 – Two Elections
Revenue- Chargeback	\$2,677.20	\$1,338.60
Expense-Clerk Typist I (LTE)	(\$2,677.20)	(\$1,338.60)

This resolution does not require an appropriation from the general fund.

Respectfully Submitted,

ADMINISTRATION COMMITTEE

EXECUTIVE COMMITTEE

APPROVED BY:

Troy Streckenbach, Brown County Executive

DATED: _____

Final Draft Approved by Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISORS NAME	DIST. #	AYES	NAYS	ABSTAIN
SIEBER	1			
DE WANE	2			
NICHOLSON	3			
HOYER	4			
HOPP	5			
HAEFS	6			
ERICKSON	7			
ZIMA	8			
EVANS	9			
VANDER LEEST	10			
BUCKLEY	11			
LANDWEHR	12			
DANTINNE	13			

SUPERVISORS NAME	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
WILLIAMS	15			
KASTER	16			
VAN DYKE	17			
JAMIR	18			
ROBINSON	19			
CLANCY	20			
CAMPBELL	21			
MOYNIHAN, JR.	22			
STEFFEN	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

THE MEMO OF UNDERSTANDING BETWEEN BROWN COUNTY AND THE TOWN OF WRIGHTSTOWN FOR THE STATEWIDE VOTER REGISTRATION SYSTEM

This Memorandum of Understanding is hereby entered into by and between
Brown County and the Town of Wrightstown.

NOW, THEREFORE, in consideration of the terms and conditions contained
herein, the parties hereto agree as follows:

1. The Town of Wrightstown understands that the State intends to maintain the official centralized database of voter registration information.
2. The Town of Wrightstown understands their responsibilities and requirements for complying with HAVA and state statutes and accepts the responsibility to implement voter registration policies and procedures and maintain each voter's current registration documentation.
3. The Town of Wrightstown understands the technology, technology maintenance, staffing, and training costs that are required of Brown County to accept the responsibility of updating the SVRS. The estimated cost per election is provided and agreed upon by both parties.
4. Based on the above, the Town of Wrightstown herein declares its intention to utilize staff, technology, and resources of Brown County and share in the responsibilities and costs associated with the administration of SVRS and this sharing agreement.
5. This agreement is valid from January 1, 2014 through December 31, 2015. In addition, this agreement will be extended in 90 day increments unless officially terminated. This agreement can only be officially terminated if the following guidelines have been met:
 - a. Both parties to the agreement have notified the Government Accountability Board 90 days prior to the agreement being terminated.
 - b. The Town of Wrightstown or new provider (municipality or county) assuming responsibility for updating the SVRS, has purchased the appropriate equipment and validated with the Government Accountability Board that they are capable of taking on the technology and resource responsibilities of the SVRS.
 - c. The Town of Wrightstown or new provider (municipality or county) has validated with the Government Accountability Board that their clerks and appointed associates have been properly trained in the use and functions of the SVRS.

William R. Verbeten, Town Chairman

Date

Sandra L. Juno, Brown County Clerk

Date

August 21, 2013

**RESOLUTION SUPPORTING THE 2014-2015 MEMO OF UNDERSTANDING
BETWEEN BROWN COUNTY AND THE VILLAGE OF DENMARK FOR THE
STATEWIDE VOTER REGISTRATION SYSTEM (SVRS)**

RESOLUTION

WHEREAS, Congress passed the Help America Vote Act of 2002 (HAVA) to create a more uniform voter registration and voting system in the United States; and

WHEREAS, the Wisconsin Government Accountability Board (GAB) is charged with implementing a Statewide Voter Registration System (SVRS) that complies with HAVA; and

WHEREAS, the Village of Denmark, a local unit of government, understands its obligations and commitments as mandated by HAVA and state statutes to implement and administer local voter registration; and

WHEREAS, the local unit of government is required to maintain the local voter registration information within the centralized SVRS and the Village of Denmark established an initial relier agreement with the Brown County Clerk's Office to accept this responsibility for elections held since 2006; and

WHEREAS, the local unit of government has opted to renew its SVRS provider agreement with the Brown County Clerk's Office for elections held in 2014 and 2015; and

WHEREAS, the cost of administering a voter registration system is dependent upon the requirements of the system acquired by the State of Wisconsin, of which the

costs estimated by the Brown County Clerk to the local unit of government is based on the municipality's latest estimated census at a rate of \$.30 per person for each election.

THEREFORE, the Village of Denmark directs their President to enter into a Memorandum of Understanding with Brown County to provide support staff for efficient and cost effective services that comply with HAVA and, where appropriate, incorporate the sharing of technology and resources.

FURTHER RESOLVE that a copy of this resolution be sent to the Government Accountability Board in recognition of the Village of Denmark fulfilling its HAVA requirements.

Fiscal Impact: None

2014-2015 Agreement	2014 – Four Elections	2015 – Two Elections
Revenue- Chargeback	\$2,552.40	\$1,276.20
Expense-Clerk Typist I (LTE)	(\$2,552.40)	(\$1,276.20)

This resolution does not require an appropriation from the general fund.

Respectfully Submitted,

ADMINISTRATION COMMITTEE

EXECUTIVE COMMITTEE

APPROVED BY:

Troy Streckenbach, Brown County Executive

DATED: _____

Final Draft Approved by Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISORS NAME	DIST. #	AYES	NAYS	ABSTAIN
SIEBER	1			
DE WANE	2			
NICHOLSON	3			
HOYER	4			
HOPP	5			
HAEFS	6			
ERICKSON	7			
ZIMA	8			
EVANS	9			
VANDER LEEST	10			
BUCKLEY	11			
LANDWEHR	12			
DANTINNE	13			

SUPERVISORS NAME	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
WILLIAMS	15			
KASTER	16			
VAN DYKE	17			
JAMIR	18			
ROBINSON	19			
CLANCY	20			
CAMPBELL	21			
MOYNIHAN, JR.	22			
STEFFEN	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

THE MEMO OF UNDERSTANDING BETWEEN BROWN COUNTY AND THE VILLAGE OF DENMARK FOR THE STATEWIDE VOTER REGISTRATION SYSTEM

This Memorandum of Understanding is hereby entered into by and between Brown County and the Village of Denmark.

NOW, THEREFORE, in consideration of the terms and conditions contained herein, the parties hereto agree as follows:

1. The Village of Denmark understands that the State intends to maintain the official centralized database of voter registration information.
2. The Village of Denmark understands their responsibilities and requirements for complying with HAVA and state statutes and accepts the responsibility to implement voter registration policies and procedures and maintain each voter's current registration documentation.
3. The Village of Denmark understands the technology, technology maintenance, staffing, and training costs that are required of Brown County to accept the responsibility of updating the SVRS. The estimated cost per election is provided and agreed upon by both parties.
4. Based on the above, the Village of Denmark herein declares its intention to utilize staff, technology, and resources of Brown County and share in the responsibilities and costs associated with the administration of SVRS and this sharing agreement.
5. This agreement is valid from January 1, 2014 through December 31, 2015. In addition, this agreement will be extended in 90 day increments unless officially terminated. This agreement can only be officially terminated if the following guidelines have been met:
 - a. Both parties to the agreement have notified the Government Accountability Board 90 days prior to the agreement being terminated.
 - b. The Village of Denmark or new provider (municipality or county) assuming responsibility for updating the SVRS, has purchased the appropriate equipment and validated with the Government Accountability Board that they are capable of taking on the technology and resource responsibilities of the SVRS.
 - c. The Village of Denmark or new provider (municipality or county) has validated with the Government Accountability Board that their clerks and appointed associates have been properly trained in the use and functions of the SVRS.

Gregory Mleziva, Village President

Date

Sandra L. Juno, Brown County Clerk

Date

August 21, 2013

**RESOLUTION SUPPORTING THE 2014-2015 MEMO OF UNDERSTANDING
BETWEEN BROWN COUNTY AND THE VILLAGE OF PULASKI FOR THE
STATEWIDE VOTER REGISTRATION SYSTEM (SVRS)**

RESOLUTION

WHEREAS, Congress passed the Help America Vote Act of 2002 (HAVA) to create a more uniform voter registration and voting system in the United States; and

WHEREAS, the Wisconsin Government Accountability Board (GAB) is charged with implementing a Statewide Voter Registration System (SVRS) that complies with HAVA; and

WHEREAS, the Village of Pulaski, a local unit of government, understands its obligations and commitments as mandated by HAVA and state statutes to implement and administer local voter registration; and

WHEREAS, the local unit of government is required to maintain the local voter registration information within the centralized SVRS and the Village of Pulaski established an initial relier agreement with the Brown County Clerk's Office to accept this responsibility for elections held since 2006; and

WHEREAS, the local unit of government has opted to renew its SVRS provider agreement with the Brown County Clerk's Office for elections held in 2014 and 2015; and

WHEREAS, the cost of administering a voter registration system is dependent upon the requirements of the system acquired by the State of Wisconsin, of which the

costs estimated by the Brown County Clerk to the local unit of government is based on the municipality's latest estimated census at a rate of \$.30 per person for each election.

THEREFORE, the Village of Pulaski directs their President to enter into a Memorandum of Understanding with Brown County to provide support staff for efficient and cost effective services that comply with HAVA and, where appropriate, incorporate the sharing of technology and resources.

FURTHER RESOLVE that a copy of this resolution be sent to the Government Accountability Board in recognition of the Village of Pulaski fulfilling its HAVA requirements.

Fiscal Impact: None

2014-2015 Agreement Brown Co.	2014 – Four Elections	2015 – Two Elections
Revenue- Chargeback	\$3,987.60	\$1,993.80
Expense-Clerk Typist I (LTE)	(\$3,987.60)	(\$1,993.80)
2014-2015 Agreement Shawano Co.	2014 – Four Elections	2015 – Two Elections
Revenue- Chargeback	\$261.60	\$130.80
Expense-Clerk Typist I (LTE)	(\$261.60)	(\$130.80)

This resolution does not require an appropriation from the general fund.

Respectfully Submitted,

ADMINISTRATION COMMITTEE

EXECUTIVE COMMITTEE

APPROVED BY:

Troy Streckenbach, Brown County Executive

DATED: _____

Final Draft Approved by Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISORS NAME	DIST. #	AYES	NAYS	ABSTAIN
SIEBER	1			
DE WANE	2			
NICHOLSON	3			
HOYER	4			
HOPP	5			
HAEFS	6			
ERICKSON	7			
ZIMA	8			
EVANS	9			
VANDER LEEST	10			
BUCKLEY	11			
LANDWEHR	12			
DANTINNE	13			

SUPERVISORS NAME	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
WILLIAMS	15			
KASTER	16			
VAN DYKE	17			
JAMIR	18			
ROBINSON	19			
CLANCY	20			
CAMPBELL	21			
MOYNIHAN, JR.	22			
STEFFEN	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

THE MEMO OF UNDERSTANDING BETWEEN BROWN COUNTY AND THE VILLAGE OF PULASKI FOR THE STATEWIDE VOTER REGISTRATION SYSTEM

This Memorandum of Understanding is hereby entered into by and between Brown County and the Village of Pulaski.

NOW, THEREFORE, in consideration of the terms and conditions contained herein, the parties hereto agree as follows:

1. The Village of Pulaski understands that the State intends to maintain the official centralized database of voter registration information.
2. The Village of Pulaski understands their responsibilities and requirements for complying with HAVA and state statutes and accepts the responsibility to implement voter registration policies and procedures and maintain each voter's current registration documentation.
3. The Village of Pulaski understands the technology, technology maintenance, staffing, and training costs that are required of Brown County to accept the responsibility of updating the SVRS. The estimated cost per election is provided and agreed upon by both parties.
4. Based on the above, the Village of Pulaski herein declares its intention to utilize staff, technology, and resources of Brown County and share in the responsibilities and costs associated with the administration of SVRS and this sharing agreement.
5. This agreement is valid from January 1, 2014 through December 31, 2015. In addition, this agreement will be extended in 90 day increments unless officially terminated. This agreement can only be officially terminated if the following guidelines have been met:
 - a. Both parties to the agreement have notified the Government Accountability Board 90 days prior to the agreement being terminated.
 - b. The Village of Pulaski or new provider (municipality or county) assuming responsibility for updating the SVRS, has purchased the appropriate equipment and validated with the Government Accountability Board that they are capable of taking on the technology and resource responsibilities of the SVRS.
 - c. The Village of Pulaski or new provider (municipality or county) has validated with the Government Accountability Board that their clerks and appointed associates have been properly trained in the use and functions of the SVRS.

Reed Woodward, Village President

Date

Sandra L. Juno, Brown County Clerk

Date

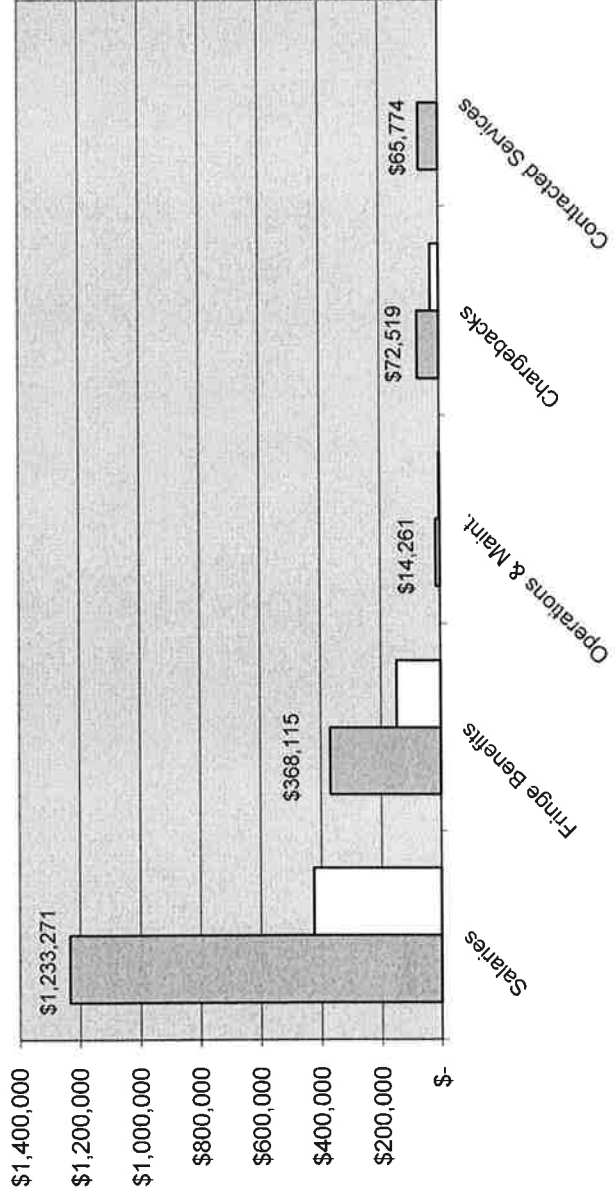
HIGHLIGHTS:

Revenues: Transfer in is reimbursement for project team wage and fringe which is trending lower than expected due to the vacancy of the project team members.

Expenses: All expense categories are under budget. Salary and fringe are lower due to the vacancy of the project team members and the Senior Accountant position filled in April rather than the beginning of 2013. The contracted services budget relates to the preparation of the indirect cost allocation plan which has been completed and will be expensed in June 2013. Remainder of contracted services relates to carryover from 2012.

	Amended Budget	YTD Actual	% of Budget
Property Tax Revenue	\$ 1,149,038	\$ 478,766	42%
Miscellaneous	\$ -	\$ 225	0%
Transfer In	\$ 604,902	\$ 215,311	36%
Salaries	\$ 1,233,271	\$ 424,077	34%
Fringe Benefits	\$ 368,115	\$ 147,075	40%
Operations & Maint.	\$ 14,261	\$ 2,159	15%
Chargebacks	\$ 72,519	\$ 28,365	39%
Contracted Services	\$ 65,774	\$ -	0%

Administration May 31, 2013



Brown County
Information Services
Budget Status Report
7/16/2013

	Annual Amended Budget	YTD Actual	% of Budget
Charges to County Departments	\$ 4,481,350	\$ 1,659,291	37.03%
Transfer In	\$ 89,811	\$ 37,744	42.03%
Salaries	\$ 1,292,389	\$ 493,827	38.21%
Fringe Benefits	\$ 494,034	\$ 189,738	38.41%
Operations & Maintenance	\$ 1,661,576	\$ 705,143	42.44%
Utilities	\$ 252,420	\$ 88,784	35.17%
Chargebacks	\$ 6,025	\$ 4,218	70.01%
Contracted Services	\$ 250,230	\$ 90,668	36.23%
Depreciation	\$ 987,497	\$ 382,500	38.73%

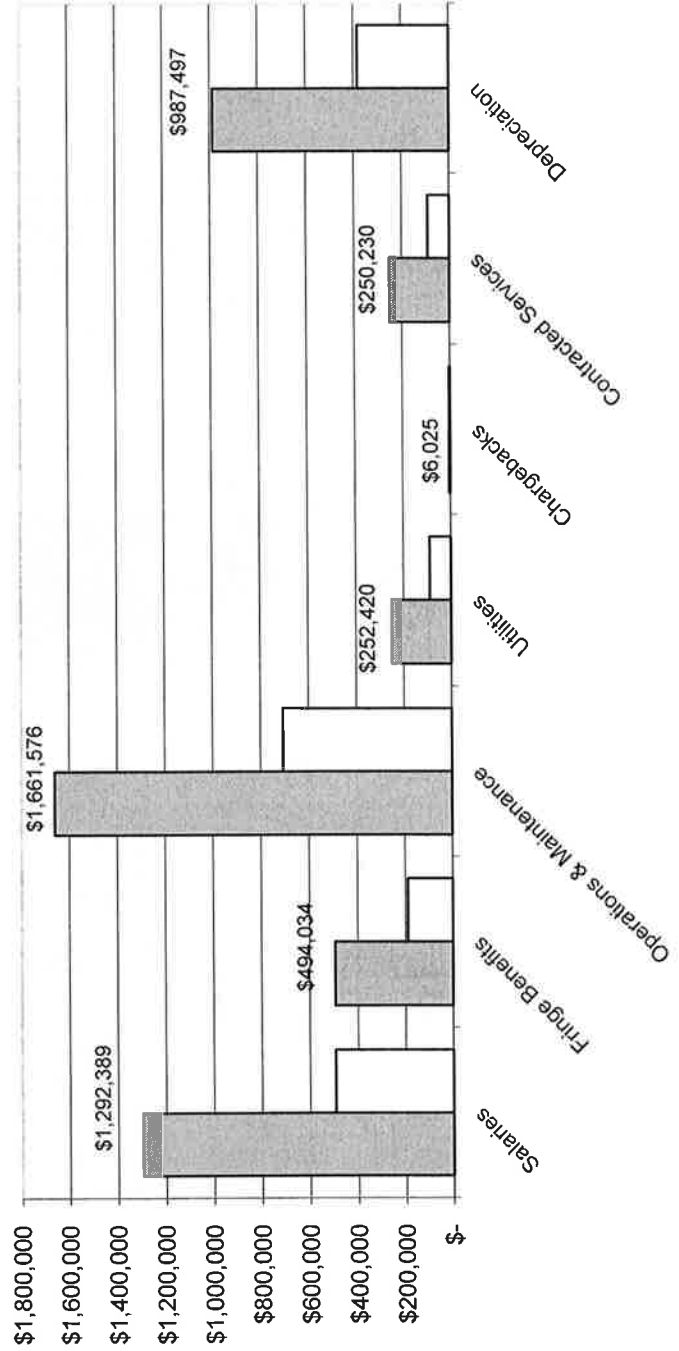
HIGHLIGHTS:

Expenses:
The expense budget for 2013 is tracking nicely with the exception of Chargebacks. The IS budget was prepared before the Casualty budget was completed.

Revenues: This budget is funded by chargebacks to departments based on an overhead formula and labor direct expenses. Transfer In is for the Project Manager wages from the EMR project.

**Information Services
May 2013**

■ Annual Amended Budget
□ YTD Actual



2013 BUDGET ADJUSTMENT LOG

NUMBER	DATE OF REQUEST	DEPT	DESCRIPTION	CAT	EXEC ACTION/ DATE	BOARD APPL. REQ'D?	BOARD ACTION/DATE	FINANCE REF.
13-57	6/26/13	Library	Re-allocation of storm water management costs to the correct internal accounts.	1	N/A	N	---	J2893 No actual
13-58	6/24/13	Human Services	Allocation of 43,794 Federal and State funds to purchase additional equipment and supplies for the ten positions recently added to the Economic Support Unit (reference BA #13-58).	5	Approved 7/2/13	Y		
13-59	7/1/13	Human Services	Re-allocation of internal CARS reporting profiles.	1	N/A	N	---	J2897 No actual
13-60	7/3/13	Land & Water Conservation	Transfer of \$5,630 between grant accounts to cover benefits for the Baird Creek grant-funded position as outlined in the grant.	3b	Approved 7/11/13	Y		
13-61	7/9/13	Sheriff	Allocation of \$14,000 in extra juvenile detention boarding to pay for installment of a secure wall/door in the Work Release Center.	5	Approved 7/11/13	Y		
13-62	7/10/13	Sheriff	Allocation of \$5,996 Homeland Security Alert SWAT Equipment grant funds to purchase various SWAT and maritime equipment and supplies.	5	Approved 7/11/13	Y		



BUDGET ADJUSTMENT REQUEST

<u>Adjustment</u>	<u>Description</u>	<u>Approval Level</u>
<input type="checkbox"/> Category 1	Reallocation from one account to another <u>within</u> the major budget classifications.	Department Head
<input type="checkbox"/> Category 2	<input type="checkbox"/> a. Change in Outlay not requiring the reallocation of funds from another major budget classification. <input type="checkbox"/> b. Change in any item within Outlay account which requires the reallocation of funds from any other major budget classification or the reallocation of Outlay funds to another major budget classification.	County Executive County Board
<input type="checkbox"/> Category 3	<input type="checkbox"/> a. Reallocation between budget classifications other than 2b or 3b adjustments. <input type="checkbox"/> b. Reallocation of personnel services and fringe benefits to another major budget classification except contracted services, or reallocation to personnel services and fringe benefits from another major budget classification except contracted services.	County Executive County Board
<input checked="" type="checkbox"/> Category 4	Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund)	County Board
<input type="checkbox"/> Category 5	Increase in expenses with offsetting increase in revenue	County Board

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.058.001.5708	Professional Services	100,000
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.058.001.9004	Intrafund Transfer In	100,000
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.090.9005	Intrafund Transfer Out	100,000

Narrative Justification: Funds are being requested for –

Professional Services: to hire both strategic planning team consultants and an exhibit design firm to work with museum staff and selected stakeholders (e.g. Foundation personnel and board members) in order to develop the integrated Museum Master Plan (strategic, master exhibit and interpretive, ship feasibility and centennial) outlined in the resolution to appropriate excess fund balance for museum planning.

 _____ Signature of Department Head Department: <u>Museum</u> Date: <u>7/16/13</u>	AUTHORIZATIONS  _____ Signature of Executive Date: <u>7/16/13</u>
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August 21, 2013

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

RESOLUTION TO APPROPRIATE EXCESS FUND BALANCE
FOR MUSEUM PLANNING

WHEREAS, Brown County has owned and operated the Neville Public Museum located along the West side of the Fox River in downtown Green Bay, Wisconsin since 1983; and

WHEREAS, the museum is in need of an exhibit-master plan to replace the current permanent exhibit “Life at the Edge of an Inland Sea”; and

WHEREAS, the Museum’s Strategic Plan is no longer relevant to the issues facing the institution, nor does it reflect new realities and opportunities at the museum; and,

WHEREAS, the museum also requires an updated feasibility study for the possible acquisition of a museum ship for the community; and

WHEREAS, 2015 marks the museum’s centennial celebration which will require a plan for celebrating and financially leveraging this upcoming event; and

WHEREAS, it is no longer feasible to continue the public/private, collaborative effort to transform the museum into a vibrant, self-sustaining cultural and educational organization and visitor attraction without coherent strategic, exhibit master, ship feasibility and centennial plans; and,

WHEREAS, individual members of the museum’s foundation, governing and county oversight boards, along with community leaders want and need to see these plans for the

museum's future; and,

WHEREAS, in order to continue pursuing a new governance model that would privatize the museum and allow for the eventual decrease of tax levy funding to a sustainable base amount as part of a new public/private partnership; and

WHEREAS, in order to develop these plans the museum is in need of funding in an amount not to exceed \$100,000; and

WHEREAS, Brown County Ordinance 3.32 FUND BALANCE POLICY section (5) Unassigned Fund Balance (General Fund Only) states: 'Unassigned cash flow should be used for non-recurring purposes whenever possible, and preference should be given to expenditures that will result in efficiencies or other cost savings; and

WHEREAS, the current unassigned fund balance reserved for contingencies has met the maximum 20 percent, so funds are available in the unassigned cash flow to be spent on non-recurring purposes; and

WHEREAS, the financial needs of the museum in developing these stated plans qualify as a non-recurring purpose and will benefit this community.

NOW, THEREFORE, BE IT RESOLVED, by the Brown County Board of Supervisors that there be an appropriation made from the unassigned fund balance of the General Fund in the amount not to exceed \$100,000 for the purpose of funding Neville Museum planning activities.

Respectfully submitted,

EDUCATION AND RECREATION
COMMITTEE

ADMINISTRATION COMMITTEE

Approved By:

Troy Streckenbach,
COUNTY EXECUTIVE

Date Signed: _____

Authored by: _____

Final Draft Approved by Corporation Counsel

Fiscal Note: This Resolution does require an appropriation from the General Fund.

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
SIEBER	1			
DE WANE	2			
NICHOLSON	3			
HOYER	4			
HOPP	5			
HAEFS	6			
ERICKSON	7			
ZIMA	8			
EVANS	9			
VANDER LEEST	10			
BUCKLEY	11			
LANDWEHR	12			
DANTINNE, JR	13			

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
WILLIAMS	15			
KASTER	16			
VAN DYCK	17			
JAMIIR	18			
ROBINSON	19			
CLANCY	20			
CAMPBELL	21			
MOYNIHAN, JR	22			
STEFFEN	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

DEPARTMENT OF ADMINISTRATION

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

BRENT MILLER

PHONE (920) 448-4037 FAX (920) 448-4036 WEB: www.co.brown.wi.us

DIRECTOR

July 16, 2013

TO: Administration Committee

FROM: Brent Miller
Director of Administration

SUBJECT: Capital Improvement Plan

Enclosed is your division's section of the 2014 Five-year Capital Improvement Plan for review, recommendation and/or referral back to the Executive Committee before they take action on the complete plan.

This information is for planning purposes only. It does not obligate the County to spend money, but rather provides a snapshot of future projects recommended by the County Executive as well as staff to the Board. The plan will be reviewed on an annual basis, and changes can be made.

Department heads will be asked to attend your meeting to speak to their specific projects. If you have any questions or if I can be of assistance, please contact me at 448-4035.

Enclosure

cc: Troy Streckenbach – County Executive

2014 Capital Project 5-Year Outlook Summary

Administration
as of June 26, 2013

Key for Funding Source: D= Debt Service G=Grants and Aides O = Operating Revenues M = Municipal Funds P = Property Tax GF = General Fund Fund Balance

2014 CAPITAL IMPROVEMENTS PROGRAM - NON BONDING REQUESTS

DIVISION/ DEPARTMENT	FUNDING SOURCE	DEPT PRIORITY	PROJECT DESCRIPTION	2014	2015	2016	2017	2018	TOTAL
ADMINISTRATION: Information Services	GF	1	Land Records System Replacement		750,000			-	750,000
			Administration Total - Non-Bonding Requests		750,000			-	750,000

DEPARTMENT OF ADMINISTRATION

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

BRENT MILLER

PHONE (920) 448-4037 FAX (920) 448-4036 WEB: www.co.brown.wi.us

DIRECTOR

June 16, 2013

TO: Administration Committee

FROM: Brent Miller
Director of Administration

SUBJECT: July Director's Report

Departmental Updates

P Card

- The 2012 P-Card Program rebate was received for \$55,464.82.

HIPAA

- The Administration Department along with the Corp. Counsel is working diligently to update the HIPAA compliance manual with the new OMNIBUS rules.

Insurance

- Organized the Harassment and Discrimination training, which was taped and the training which will be posted on the intranet and copies on CD-ROM made available for departments to use.

Project Implementation Updates

Logos – Financial Management

- The Financial Systems Project Team has concluded the implementation work for Position Budgeting and Salary Summary information and has transitioned these processes to the Human Resources Department.
- With the conclusion of Position Budgeting, the Financial Systems Project Team is being reformed and will begin resource planning for the Revenue Collection and Miscellaneous Billing modules.

Technology Services Report

- Web cam has been installed at Bayshore Park and available for viewing through the internet. Constituents will be able to see water conditions through the use of the Web cam.
- The fiber project for the NEW Zoo and Barkhausen is underway and set to be completed sometime towards the beginning of October.
- Self-service password reset project is underway which will allow users to reset their own password 24x7 and help reduce routine password tickets and make it possible to relieve technical staff for better productive purposes.igital signage project is underway at the Library which is a cost effective way to keep constituents easily informed of things taking place within the Library.
- Countywide Dictaphone project is underway.
- The Automated Library Patron Services (ALPS) is live in the Central Branch.

If you have any questions, please feel free to contact me at 448-4035.

cc: Troy Streckenbach – County Executive

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



LYNN VANDEN LANGENBERG

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

INTERIM HUMAN RESOURCES MANAGER

Date: July 17, 2013

To: Administration Committee Members

From: Lynn Vanden Langenberg, Interim Human Resources Manager

Re: Administration Committee Report

HUMAN RESOURCES ACTIVITY REPORT FOR JUNE 2013
--

Hires:***Full-Time:***

Economic Support Specialist I 1

Part-Time:

Housekeeper 2

Medical Transcriptionist 1

Shelver 1

Limited Term/Seasonal/On-Call:

Shelter Care Worker – On call 3

LPN – On call 2

Cook – On call 1

Student Intern – Planning & Land Svcs. 1

Summer Help – Highway 3

Co-op Student – Information Services 1

Emergency Mgmt. Coord. – Temp 1

Co-op Student – CTC 1

Sr. Library Assistant – Temp 1

Student Intern – Port & Solid Waste 1

LTE Comm. & Media Spec. – UW Ext. 1

Clerk Typist II – Reg. of Deeds – Temp 1

Husbandry Assistant 1

TOTAL HIRES: 23**Separations:*****Full-Time:***

Health Information Services Mgr. 1

Lead Assistant Corporation Counsel 1

Telecommunication Operator 2

CNA 1

Maintenance Mechanic 1

Staff RN 1

Sr. Library Assistant 1

Golf Course Mechanic 1

Financial Supervisor-Human Services 1

Information Services Director 1

Limited Term/Seasonal/On-Call:

Staff RN – On call 1

Clerk Typist II – Reg. of Deeds – Temp 1

Concessionaire Supervisor 1

Seasonal Trail Ranger 1

Concessionaire I 2

Seasonal Asst. Park Ranger 1

Co-op Student – CTC 1

TOTAL SEPARATIONS: 19



BC Child Support Budget Performance Report- May 2013

Fiscal Year to Date 05/31/13
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 210 - Child Support										
REVENUE										
Department 017 - Child Support										
Division 001 - General										
4100	General property taxes	355,722.00	.00	355,722.00	29,643.50	.00	148,217.50	207,504.50	42	400,881.00
4302	State grant and aid revenue									
4302	State grant and aid revenue	2,226,102.00	5,290.00	2,231,392.00	108,340.00	.00	633,691.08	1,597,700.92	28	2,258,293.76
4302.003	State grant and aid revenue Incentives	.00	.00	.00	29,903.00	.00	97,520.00	(97,520.00)	+++	.00
4302.004	State grant and aid revenue GPR	.00	.00	.00	.00	.00	111,750.00	(111,750.00)	+++	.00
	4302 - State grant and aid revenue Totals	\$2,226,102.00	\$5,290.00	\$2,231,392.00	\$138,243.00	\$0.00	\$842,961.08	\$1,388,430.92	38%	\$2,258,293.76
4600	Charges and fees									
4600.601	Charges and fees Genetic test	25,000.00	.00	25,000.00	2,088.57	.00	9,284.46	15,715.54	37	20,997.41
4600.602	Charges and fees Vital statistics	750.00	.00	750.00	71.74	.00	193.22	556.78	26	622.17
4600.603	Charges and fees Paper service	8,000.00	.00	8,000.00	1,345.30	.00	4,324.57	3,675.43	54	7,855.14
4600.604	Charges and fees Non IV-D service	7,000.00	.00	7,000.00	385.00	.00	1,170.00	5,830.00	17	4,760.00
	4600 - Charges and fees Totals	\$40,750.00	\$0.00	\$40,750.00	\$3,890.61	\$0.00	\$14,972.25	\$25,777.75	37%	\$34,234.72
4601	Sales									
4601.012	Sales Copy machine use	200.00	.00	200.00	28.50	.00	212.15	(12.15)	106	204.50
	4601 - Sales Totals	\$200.00	\$0.00	\$200.00	\$28.50	\$0.00	\$212.15	(\$12.15)	106%	\$204.50
4900	Miscellaneous	.00	.00	.00	.00	.00	.00	.00	+++	16.00
9002	Transfer in									
9002.200	Transfer in HR	.00	.00	.00	.00	.00	.00	.00	+++	329.00
	9002 - Transfer in Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$329.00
	0002 - General Totals	\$2,622,774.00	\$5,290.00	\$2,628,064.00	\$171,805.61	\$0.00	\$1,006,362.98	\$1,621,701.02	38%	\$2,693,958.98
	0017 - Child Support Totals	\$2,622,774.00	\$5,290.00	\$2,628,064.00	\$171,805.61	\$0.00	\$1,006,362.98	\$1,621,701.02	38%	\$2,693,958.98
	REVENUE TOTALS	\$2,622,774.00	\$5,290.00	\$2,628,064.00	\$171,805.61	\$0.00	\$1,006,362.98	\$1,621,701.02	38%	\$2,693,958.98
EXPENSE										
Department 017 - Child Support										
Division 001 - General										
5100	Regular earnings	1,140,142.00	.00	1,140,142.00	72,649.90	.00	382,527.62	757,614.38	34	903,483.55
5102	Paid leave earnings									
5102.100	Paid leave earnings Paid Leave	.00	.00	.00	6,145.05	.00	37,213.72	(37,213.72)	+++	156,581.50
5102.200	Paid leave earnings Personal	.00	.00	.00	1,683.55	.00	8,446.42	(8,446.42)	+++	40.33



BC Child Support Budget Performance Report- May 2013

Fiscal Year to Date 05/31/13
Include Rollup Account and Rollup to Account

5102.300	Paid leave earnings Casual	.00	.00	.00	1,383.22	.00	8,439.81	(8,439.81)	+++	8,426.32
5102.500	Paid leave earnings Holiday	.00	.00	.00	.00	.00	4,286.36	(4,286.36)	+++	12,092.40
5102.600	Paid leave earnings Other (funeral, jury duty, etc)	.00	.00	.00	151.25	.00	1,053.25	(1,053.25)	+++	.00
	5102 - Paid leave earnings Totals	\$0.00	\$0.00	\$0.00	\$9,363.07	\$0.00	\$59,439.56	(\$59,439.56)	+++	\$177,140.55
5103	Premium									
5103.000	Premium Overtime	.00	.00	.00	37.81	.00	252.65	(252.65)	+++	215.77
5103.100	Premium Comp time premium	.00	.00	.00	1,061.16	.00	1,716.57	(1,716.57)	+++	.00
	5103 - Premium Totals	\$0.00	\$0.00	\$0.00	\$1,098.97	\$0.00	\$1,969.22	(\$1,969.22)	+++	\$215.77
5109	Salaries reimbursement									
5109.100	Salaries reimbursement Short term disability	.00	.00	.00	.00	.00	.00	.00	+++	(6,953.48)
	5109 - Salaries reimbursement Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	(\$6,953.48)
5110	Fringe benefits									
5110.100	Fringe benefits FICA	83,800.00	.00	83,800.00	6,078.78	.00	31,329.65	52,470.35	37	75,611.54
5110.110	Fringe benefits Unemployment compensation	4,276.00	.00	4,276.00	356.33	.00	1,781.65	2,494.35	42	5,378.00
5110.200	Fringe benefits Health insurance	442,058.00	.00	442,058.00	15,297.57	.00	146,295.80	295,762.20	33	408,564.65
5110.210	Fringe benefits Dental Insurance	35,327.00	.00	35,327.00	1,221.85	.00	11,681.16	23,645.84	33	30,378.66
5110.220	Fringe benefits Life Insurance	2,351.00	.00	2,351.00	.00	.00	761.89	1,589.11	32	1,876.29
5110.230	Fringe benefits LT disability insurance	4,104.00	.00	4,104.00	328.87	.00	1,705.77	2,398.23	42	.00
5110.235	Fringe benefits Disability insurance	16,242.00	.00	16,242.00	1,353.50	.00	6,767.50	9,474.50	42	14,945.42
5110.240	Fringe benefits Workers compensation insurance	249.00	.00	249.00	20.75	.00	103.75	145.25	42	204.00
5110.300	Fringe benefits Retirement	67,269.00	.00	67,269.00	5,482.27	.00	28,835.70	38,433.30	43	63,189.38
5110.310	Fringe benefits Retirement credit	.00	.00	.00	.00	.00	.00	.00	+++	1,165.82
	5110 - Fringe benefits Totals	\$655,676.00	\$0.00	\$655,676.00	\$30,139.92	\$0.00	\$229,262.87	\$426,413.13	35%	\$601,313.76
5300	Supplies									
5300.001	Supplies Office	15,000.00	.00	15,000.00	174.05	.00	6,825.44	8,174.56	46	13,227.23
5300.004	Supplies Postage	32,000.00	.00	32,000.00	3,065.69	.00	12,043.78	19,956.22	38	27,876.43
	5300 - Supplies Totals	\$47,000.00	\$0.00	\$47,000.00	\$3,239.74	\$0.00	\$18,869.22	\$28,130.78	40%	\$41,103.66
5303	Copy expense	.00	.00	.00	.00	.00	.00	.00	+++	12.00
5305	Dues and memberships	2,090.00	.00	2,090.00	45.00	.00	90.00	2,000.00	4	1,867.50
5306	Maintenance agreement									
5306.100	Maintenance agreement Software	2,499.00	.00	2,499.00	.00	.00	1,084.00	1,415.00	43	3,231.20
	5306 - Maintenance agreement Totals	\$2,499.00	\$0.00	\$2,499.00	\$0.00	\$0.00	\$1,084.00	\$1,415.00	43%	\$3,231.20
5307	Repairs and maintenance									
5307.100	Repairs and maintenance Equipment	990.00	.00	990.00	.00	.00	.00	990.00	0	990.00
	5307 - Repairs and maintenance Totals	\$990.00	\$0.00	\$990.00	\$0.00	\$0.00	\$0.00	\$990.00	0%	\$990.00
5330	Books, periodicals, subscription	600.00	.00	600.00	.00	.00	412.37	187.63	69	449.10



BC Child Support Budget Performance Report- May 2013

Fiscal Year to Date 05/31/13

Include Rollup Account and Rollup to Account

5340	Travel and training	5,095.00	.00	5,095.00	304.48	.00	453.69	4,641.31	9	4,873.89
5507	Other utilities	1,200.00	.00	1,200.00	.00	.00	.00	1,200.00	0	600.00
5600	Indirect cost	172,665.00	.00	172,665.00	14,388.75	.00	71,943.75	100,721.25	42	230,177.00
5601	Intra-county expense									
5601.100	Intra-county expense Information services	129,366.00	.00	129,366.00	9,333.97	.00	49,334.85	80,031.15	38	104,505.31
5601.200	Intra-county expense Insurance	6,409.00	.00	6,409.00	534.08	.00	2,670.40	3,738.60	42	5,751.00
5601.300	Intra-county expense Other departmental	372,191.00	.00	372,191.00	29,568.63	.00	146,694.79	225,496.21	39	362,373.59
5601.400	Intra-county expense Copy center	3,213.00	.00	3,213.00	74.31	.00	283.52	2,929.48	9	1,851.89
5601.450	Intra-county expense Departmental copiers	2,338.00	.00	2,338.00	194.83	.00	974.15	1,363.85	42	2,500.00
	5601 - Intra-county expense Totals	\$513,517.00	\$0.00	\$513,517.00	\$39,705.82	\$0.00	\$199,957.71	\$313,559.29	39%	\$476,981.79
5700	Contracted services	.00	5,290.00	5,290.00	.00	.00	2,469.90	2,820.10	47	146,579.61
5708	Professional services	300.00	.00	300.00	.00	.00	103.00	197.00	34	.00
5710	Paper service - legal	45,000.00	.00	45,000.00	1,751.77	24,243.00	9,298.94	11,458.06	75	39,737.69
5716	Legal services									
5716.100	Legal services Chargebacks	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	.00
	5716 - Legal services Totals	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0%	\$0.00
5762	Med exams/autopsies/genetic test	32,000.00	.00	32,000.00	1,931.00	.00	10,434.00	21,566.00	33	23,279.25
5784	Interpreter services	2,500.00	.00	2,500.00	.00	.00	183.75	2,316.25	7	886.50
9003	Transfer out									
9003.100	Transfer out General Fund	.00	.00	.00	.00	.00	.00	.00	+++	47,989.64
	9003 - Transfer out Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$47,989.64
	Division 001 - General	\$2,622,774.00	\$5,290.00	\$2,628,064.00	\$174,618.42	\$24,243.00	\$988,499.60	\$1,615,321.40	39%	\$2,693,958.98
	Department 017 - Child Support	\$2,622,774.00	\$5,290.00	\$2,628,064.00	\$174,618.42	\$24,243.00	\$988,499.60	\$1,615,321.40	39%	\$2,693,958.98
	EXPENSE TOTALS	\$2,622,774.00	\$5,290.00	\$2,628,064.00	\$174,618.42	\$24,243.00	\$988,499.60	\$1,615,321.40	39%	\$2,693,958.98
	Fund 210 - Child Support									
	REVENUE TOTALS	2,622,774.00	5,290.00	2,628,064.00	171,805.61	.00	1,006,362.98	1,621,701.02	38	2,693,958.98
	EXPENSE TOTALS	2,622,774.00	5,290.00	2,628,064.00	174,618.42	24,243.00	988,499.60	1,615,321.40	39	2,693,958.98
	Grand Totals	\$0.00	\$0.00	\$0.00	(\$2,812.81)	(\$24,243.00)	\$17,863.38	\$6,379.62		\$0.00
	Grand Totals	2,622,774.00	5,290.00	2,628,064.00	171,805.61	.00	1,006,362.98	1,621,701.02	38	2,693,958.98
	EXPENSE TOTALS	2,622,774.00	5,290.00	2,628,064.00	174,618.42	24,243.00	988,499.60	1,615,321.40	39	2,693,958.98
	Grand Totals	\$0.00	\$0.00	\$0.00	(\$2,812.81)	(\$24,243.00)	\$17,863.38	\$6,379.62		\$0.00

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August 21, 2013

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

RESOLUTION REGARDING CHANGE IN TABLE OF ORGANIZATION
CHILD SUPPORT AGENCY
CHILD SUPPORT SPECIALIST - ENFORCEMENT

WHEREAS, the Brown County Child Support Agency, in partnership with the Bureau of Child Support and Kenosha County Child Support, are representatives of one of eight states that have been awarded a national grant through the Office of Child Support Enforcement; and

WHEREAS, this grant is designed to study the impact of intensive case management with regard to employment, parenting, domestic violence and expedited child support services on a non-paying, non-custodial parent's ability to pay child support; and

WHEREAS, the Child Support Agency currently has 14.00 FTE Child Support Specialist – Enforcement positions; and

WHEREAS, the Human Resources department in conjunction with Child Support have reviewed the duties and requirements to execute this grant as well as the workload of current department staff; and

WHEREAS, the Human Resources department in conjunction with Child Support recommend the addition of 1.00 FTE Child Support Specialist – Enforcement to successfully fulfill the requirements of this grant opportunity; and

WHEREAS, this grant award provides 100% funding of salary and fringe benefits for a 1.00 FTE Child Support Specialist – Enforcement. Should the funding be eliminated, the position will end and be eliminated from the Child Support table of organization; and

WHEREAS, this grant will span over five (5) years starting in 2013 through December 31, 2017; and

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors the Child Support table of organization be changed adding 1.00 FTE Child Support Specialist – Enforcement.

BE IT FURTHER RESOLVED, the salary and fringe benefits for this position are 100% grant funded. Should the funding be eliminated, the position will end and be eliminated from the Child Support table of organization.

BE IT FURTHER RESOLVED, this grant will span five (5) years beginning in 2013 through December 31, 2017.

Partial Budget Impact (08/25/13 – 12/31/13):

<u>Position Title</u>	<u>FTE</u>	<u>Addition/ Deletion</u>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Child Support Specialist – Enforcement	1.00	Addition	\$13,615	\$7,635	\$21,250
Partial Budget Impact			<u>\$13,615</u>	<u>\$7,635</u>	<u>\$21,250</u>

Annualized Budget Impact:

<u>Position Title</u>	<u>FTE</u>	<u>Addition/ Deletion</u>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Child Support Specialist – Enforcement	1.00	Addition	\$39,322	\$21,893	\$61,215
Annualized Budget Impact			<u>\$39,322</u>	<u>\$21,893</u>	<u>\$61,215</u>

*This position will be 100% grant funded.

Fiscal Note: This resolution does not require an appropriation from the General Fund.

Respectfully submitted,

ADMINISTRATION COMMITTEE
EXECUTIVE COMMITTEE

Approved By:

Troy Streckenbach, County Executive

Date Signed: _____

Authored by: Human Resources

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
SIEBER	1			
DE WANE	2			
NICHOLSON	3			
HOYER	4			
HOPP	5			
HAEFS	6			
ERICKSON	7			
ZIMA	8			
EVANS	9			
VANDER LEEST	10			
BUCKLEY	11			
LANDWEHR	12			
DANTINNE, JR	13			

SUPERVISOR	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
WILLIAMS	15			
KASTER	16			
VAN DYCK	17			
JAMIR	18			
ROBINSON	19			
CLANCY	20			
CAMPBELL	21			
MOYNIHAN, JR	22			
STEFFEN	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

TABLE OF ORGANIZATION CHANGE REQUEST

Department: Brown County Child Support Agency

Contact: Maria Lasecki

Briefly explain requested table of organization change:

Brown County Child Support, in partnership with the Bureau of Child Support and Kenosha County Child Support, has been one of 8 states that were awarded a national grant thru the Office of Child Support Enforcement. This grant will span over 5 years (we are in year 1). The grant has been designed to study the impact of intensive case management with regard to employment, parenting, domestic violence and expedited child support services on a nonpaying noncustodial parent's ability to pay current support. Thru the grant, it is necessary to dedicate one full time Child Support Enforcement and Outreach Specialist (37.5 hours per week) within the local agency to the perform the child support work (referrals, enrollment, coordination of services and monitoring) required. This request necessitates a change in our department's table of organization to add this funded position.

If **DELETING** a current position, fill in the following information:

Job Title as stated in current Table of Organization: _____

Hourly Pay Rate: \$ _____ Annual Hours: _____ FTE: _____ Grade: _____ Step: _____
(Administrative only)

If adding a **NEW** position, fill in the information and answer the questions below:

Job Title: Child Support Enforcement and Outreach Specialist

Hourly Pay Rate: \$20.17 Annual Hours: 1950 FTE: 1 Grade: _____ Step: _____
(Administrative only)

Is this position grant funded? ☒ Yes ☐ No (If yes, attach a copy of the grant.)

Are benefits covered by the grant? ☒ Yes ☐ No

Are the duties of this position mandated? ☒ Yes ☐ No

1. What caused the increase in duties to justify adding this position?

The workload (volume as well as type of work) is such that it could not possibility be assimilated into the duties of existing staff. Further, the grant necessitates that one point of contact for reporting purposes to the state as well as the monitoring agency be established by each county.

2. Are duties currently being done? Explain why current staff is unable to absorb the duties.

Some of the mandated enforcement duties are currently being performed by Enforcement Specialists however the child support program does not currently screen for domestic violence, refer participants for parenting class with Forward Services or engage noncustodial parents in monitored work search endeavors or job placement by coordinating seamless services with partnering agencies such as Forward Services. The grant is a shift in paradigm whereby the child support agency, thru enforcement endeavors, will no longer function as solely a debt collection agency. Rather, this grant affords the agency the ability to work collectively with the noncustodial parent in conjunction with community organizations also funded to problem-solve their inability to remain current with child support payments owed. This work is unprecedented in Wisconsin although other states have seen great success using a similar approach. In the end, the focus and goals are multi-faceted-which, too, is a substantial change in operations. Ultimately, current and sustainable support payments are a goal however in addition, and thru the work of the grant, actively involved parenting and the building of positive parent/child relationships are sought as outcomes. This engagement in the lives of their children has proven to strengthen a parent's willingness and obligation to financially contribute. Such work requires staff time.

3. List alternative methods for accomplishing this work or methods for doing this work without existing or additional staff.

Meetings have been conducted for over a year now relevant to the successful planning and execution of this grant. The work is not possible without the addition of 1 FTE. The grant will also fund 1.25 positions with Forward Services and .5 with Family Services.

4. What service(s) would be reduced or eliminated if position is not created?

The grant would not be possible to participate in.

5. Please list the qualifications or combined education and experience for an individual filling this position.

Education and experience necessary to be successful in this role include a minimum of 2 years' experience as a Child Support Specialist which also necessitates a high School Diploma, plus two years of legal office experience preferably in family law field; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities.

HUMAN RESOURCES APPROVAL/ACTION *(HR only)*

Prepared by: Tom Smith

Date: 6/21/13

Comments: The current grant has already been approved, and funding is immediately available for this position. Although the request is for an enforcement and outreach specialist, the duties are the same as the current enforcement positions. I recommend that the position be authorized as an Enforcement Position, rather than creating a new position title. The grant does provide funds to fill the position, with both salary and fringe. So:

Whereas, Brown County Child Support, in partnership with the Bureau of Child Support and Kenosha County Child Support, are representatives of one of eight states that were awarded a national grant thru the Office of Child Support Enforcement.

Whereas, the current staff cannot maintain their current workload, while performing the requirements of the grant;

Resolve that the current table of organization for child Support be changed to increase the Child Support Specialist - Enforcement from 14 FTE to 15 FTE.

Fiscal impact:

Partial Year (2013 Fringe) Aug 25-Dec 31	Salary \$13,615	Fringe \$ 7,635	Total \$21,250
Annual Amount (2014 Fringe)	Salary \$39,322	Fringe \$21,893	Total \$61,215

(Wage maintained at current Enforcement Rates)

Are you in agreement with the department's new position/reclassification request? ☒ Yes ☐ No

Pay Table: _____ Tentative Grade Placement: _____ Tentative Step: _____

Reviewed/Approved by: _____
(HR Manager Signature) *(Date)*



Child Support Agency Administrator Summary

June/July 2013

Internal Opportunities

- **Ms. Laura Kowols** was promoted from CS Clerk in our Support Information Center to Child Support Enforcement Specialist as of July 8th.
- Recruitment for the currently vacant Clerk II and CS Clerk positions closed on July 13th. Within 5 days, 141 applications and 145 applications (respectively) were received. Interviews will be conducted the week of July 22nd by interview panels comprised of staff and Administrator.
- Resolution for a change in the table of organization to meet the needs of the Supporting Parents Supporting Kids Demonstration Project is being brought forth to the committee this month. Request is to add 1 FTE Enforcement Specialist to the table-funded by the grant.
- Discussions ongoing and continuing with HR to make a change in the overall table of organization to better the needs of the department as part of the 2014 budget.

Administrator Updates

- DCF Secretary Eloise Anderson will visit the agency on Thursday, July 18th
- Work group endeavors continue (Cooperative Agreements; SIC; Scanning; Internal Protocol)
 - Scanning (Kara Herrbold, Lead)**
 - Scanning complete halfway thru the letter "J". All paternity files are now scanned. As of July 1st, we are no longer creating files for new cases. Staff continues to work over 37.5 hours per week, as their primary duties allow, to assist with the purging of files in preparation of scanning. As files are touched, purging is now a requirement of all enforcement staff for LEAN purposes.
 - Cooperative Agreement (Amy Vannieuwenhoven, Lead)**
 - Regular meetings continue
 - Staff will begin attending court with attorney(s) on 7/1
 - Corp Counsel welcomes 2 new attorneys to the CS department to provide Lead Attny Bernander with some much needed assistance
 - Website Redesign (Karen Ferry, Lead)**
 - New intern from Rasmussen College has been assigned to project
- Wage Comparability Study materials for the department submitted to HR on June 15th. Initial meeting with HR Manager and Project Coordinator has occurred already.
- Work continues on the preparation of the 2014 budget. Revenue and incentive/performance numbers from the state have not been issued given the changes made at the Joint Finance Committee to restore funding for the next biennium.
- Meeting with API (process servicer) and the DA's office to be conducted at API on July 25th for the purpose of monitoring service of process online.
- Work relative to the SPSK grant (i.e., teleconferences, meetings at the state, communications, etc.) continue in preparation for our October rollout of services.
- Signage ordered for receptionist area. Exterior and interior drop boxes ordered to improve customer service and allow receptacles to be available for participants to drop materials off to their caseworkers without having to park or speak with the receptionist.
- Inquiries being received by other counties regarding Brown County's interest in providing call center services to other counties for 2014. Very exciting!
- Assisted as a participant on the Employee Appreciation Committee-responsible for food service (which was a great deal of work but a truly wonderful experience !)